

ORDINANCE NO. 2

IN RELATION TO THE METINGS, RULES OF PROCEDURE AND ORDER OF BUSINESS OF THE BOARD OF TRUSTEES.

Be it ordained by the Board of Trustees of the Town of Mead, Colorado:

Section I. The regular meetings of the Board of Trustees of the Town of Mead shall be held on the first Tuesday of each month at 8 o'clock p.m., at such place in said Town as may be designated from time to time by resolutions, order or ordinance of the Board.

Section II. The mayor, or any three members of said Board, may call a special meeting of said Board by written notice of the same served upon the other members of the Board, twenty-four hours at least before such meeting. Such notice shall be served personally, if practicable, upon every resident member of said Board; or, if any such member of said Board may be temporarily absent from his home or place of abode, such notice may be served by delivering the same to any person belonging to such members family, at such home or abode, who shall be of suitable age and discretion, and by leaving the same with any such person. If such home or place of abode, be temporarily vacated by any such member as well as by all the members of his family, the same may be served by leaving such notice in some conspicuous place at such home or place of abode. But the necessity of any such notice shall be waived by the presence and consent of every one of said members of said Board, otherwise entitled to it.

Section III. It shall be lawful for the marshal, mayor, recorder, or any member of the Board to serve the same.

Section IV. Every such notice shall state the time and place of any such meeting, and plainly state the objects of any such meeting. Any such meeting called in the manner aforesaid shall be deemed duly and legally called.

Section V. Upon the appearance of a quorum at any such meeting, the said Board shall proceed to the business before them, which shall be conducted in the order following:

1. Reading of the minutes of the last meeting, amendments and approval of same.
2. Presentation of petitions and reports of officers.
3. Reports of standing committees.
4. Communications to the Board of Trustees.
5. Unfinished business of preceeding meeting.
6. Motions, resolutions, orders, ordinances, and notices and other new business.

Section VI. When a question is under debate, no motion shall be received but to adjourn, to lie on the table, for the previous question, to postpone to a day certin, to commit, to amend, to postpone indefinitely, which several motions shall have precedence in the order in which they are arranged.

Section VII. All motions and resolutions shall be reduced to writing when required by the mayor or any member of the Board; and when seconded and stated by the chairman, shall be open for consideration, and the same shall not be withdrawn after having been amended and decided upon, without the consent of the Board.

Section VIII. Standing committees shall be apointed by the mayor to which may be referred any business in the line for which any such committee shall have been appointed. The standing committees shall be appointed by an annual meeting of said Board, and the person first named on the committee shall be the chairman thereof. The standing committees of said Board shall consist of three memebbers each. The following shall be the standing committees, to wit:

1. Committee on finance and licenses.
2. Committee on police and public health.
3. Committee on highways.
4. Committee on water.
5. Committee on public improvements.

Section XX. Special committees may be appointed by the Board, whose appointments shall expire on the completion of the object for which they shall have been appointed, but in no case shall such committees serve longer than the existence of the Board under which they shall have been appointed.

Section X. Committees shall report in writing when so ordered by the Board, and all written reports of committees shall be addressed to the Board of Trustees of the Town of Mead.

Section XI. The maintenance of order, rules, procedure, and order of business, in all respects not specifically provided for in this ordinance, shall be in accordance with the general rules, so far as in their nature applicable, that govern other deliberative and legislative assemblies.

Section XII. The rule of procedure and order of business may be suspended for the time being by majority of vote of the members present at any meeting. Passed, approved and ordered published this 7th day of May, A.D. 1908.

M.S. Adams, Mayor

Attest:

J.E. Kitts, Town Clerk and Recorder