

Ordinance # 52

AN ORDINANCE TO ESTABLISH RULES FOR THE CONDUCT OF THE PROCEEDINGS OF THE BOARD OF TRUSTEES OF THE TOWN OF SAN ANGELO AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH.

That Board of Trustees of the Town of San Angelo do ordain as follows:

ARTICLE I.

BOARD OF TRUSTEES.

Section 1. The regular meeting of the Board of Trustees shall be held on the second Thursday of every month, at the hour of eight o'clock P.M., at the Town Hall. Supersedes by Ord. #124 -

Section 2. Special meetings may be called at any time by the President of the Board of Trustees or by three Trustees, by written notice delivered to each member at least three hours before the time specified for the proposed meeting.

Section 3. All meetings of the Board of Trustees shall be held within the corporate limits of the town, and at the chamber named in Section 1, and shall be public.

Section 4. At any meeting of the Board of Trustees a majority of the Trustees shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time, and may compel the attendance of absent members by subpoena.

Section 5. The President of the Board shall preside at all meetings of the Board; or, in case of his absence a president pro tem. appointed by the Board; and in case of the absence of the Clerk the President, or President pro tem., shall appoint one of the members of the Board Clerk pro tem. It shall be the duty of the President, or the President pro tem., as the case may be, to put every motion presented or offered by a member; leaving to the Board to decide whether the motion is in order or otherwise; and in case of refusal by the President, or President pro tem., so to do, any member of the Board may put such motion, and any action thereon will be the act of the Board of Trustees.

Section 6. The order of business, which shall not be departed from except by consent of three members, shall be as follows:

1. Calling the roll.
2. Reading the minutes of the last meeting.
3. Presentation of petitions.
4. Communications and reports from last meeting.
5. Reports of Committees.
6. Motions, resolutions, orders and ordinances.
7. Unfinished business.
8. Presentation of bills and accounts.
9. New business.
10. Miscellaneous business.
11. Public discussion and comment.
12. Adjournment.

Section 7. On or before the first regular meeting after the second Monday in April of each year, the President of the Board of Trustees shall, subject to the approval of the Board, appoint the following standing committees:

1. Finance.
2. Streets.
3. Public Health & Sanitary.
4. Building and Safety.

but the personnel of such committees may be changed at any time by the Board by resolution.

Section 8. Said committees shall be composed of members of the Board of Trustees, and shall serve at the will of the Board. The first member appointed on a committee shall be chairman thereof and the President shall be ex-officio member of every committee.

Section 9. All reports of said committees shall be made at regular meetings of the Board, and whenever the President of the Board shall so require, shall be in writing, signed by the chairman, and filed with the Town Clerk.

Section 10. Every officer shall, on demand of the Committee on Finance, submit to said Committee for its examination any and all books, papers, reports, accounts, vouchers and property belonging or in any wise appertaining to his office. And if it appears that any defalcation, misdemeanor or malfeasance in office has been committed, said Committee shall immediately report such fact to the Board of Trustees.

Section 11. It shall be the duty of the Committee on Finance to examine into and report upon all reports of officers and on the second Thursday in the months of January and July of each year and at such other times as said Committee or the Board

of Trustees shall deem necessary, to examine into and report upon the books, accounts, transactions and business done by all the officers of the Town. And it shall be the duty of the Committee on Finance to examine and compare all claims and vouchers thereof presented against the Town, and audit the same. Each claim shall be separately acted upon by said Committee. Each member of the Committee acting on a claim shall indorse his name thereon, with his approval, rejection, or the amount allowed by him. Said claims, when acted upon by the Committee, shall be returned to the Town Clerk with said indorsement at the same meeting at which the Committee received them or at the next regular meeting. They shall be read by the Clerk, together with the indorsements thereon, at said meeting, and shall thereupon be acted upon by the Board of Trustees.

Section 12. It shall be the duty of the Committee on Streets to examine into the necessity or convenience of the proposed opening, extension, widening or straightening of any street, avenue, alley or sidewalk; or the grading, paving, macadamizing, guttering, curbing, sprinkling, sewerage, or otherwise improving of any street, avenue, alley or sidewalk.

And said Committee shall examine into the necessity, fitness or convenience of the location of any proposed street light or telephone, telegraph or electric light pole, tower, wire or apparatus, or any other structure where the same is proposed to be erected in, over or under any street, avenue, alley, sidewalk or public park.

Said Committee shall have supervision of all lands, parks and squares belonging to the Town, or over which the Town has control by lease or otherwise, and of all trees, shrubbery, plants, walks and drives within the boundaries of such parks and squares, and shall report the condition thereof to the Board of Trustees, with any recommendations which may be deemed necessary or proper.

ARTICLE II.

ORDINANCES.

Section 1. All ordinances must be presented in writing and read at a regular meeting, at least five days before they

are finally acted upon. After the first presentation and reading of an ordinance it must be filed with the Clerk and must remain in his custody, subject to the inspection of the public, for at least five days, and until the next regular or regular adjourned meeting of the Board of Trustees, when it must be again read and finally voted upon, or action postponed.;

Section 2. Every ordinance shall be signed by the President of the Board of Trustees, attested by the Clerk, and published at least once in a newspaper of general circulation, published in the Town of San Angelo, or printed and posted in at least three public places therein; provided, that the Clerk shall file with each ordinance in the Ordinance Book an affidavit of the publication or the printing or posting of said ordinance.

This ordinance shall take effect and be in force from and after its passage and adoption.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Passed and approved this 11th day of ~~September~~ ^{October}, 1909, by the following vote.

Ayes. Trustees - Tinshead, Ashworth & Kemp.
 Noes. None.
 Absent. Trustees - Robinson & Jones.

President. pro tem.

Attest. A. A. Moore
 Clerk.

U d a n e

STATE OF CALIFORNIA,
COUNTY OF MAHIN, } ss.
TOWN OF SAN ANSELMO. }

I, A. A. MOORE, Town Clerk of the Town of San Anselmo and ex-officio Clerk of the Board of Trustees of said Town, hereby certify that the foregoing is a full, true and correct copy of an ordinance regularly and duly passed at a regular monthly meeting of the Board of Trustees of said Town not less than five days after the date of its introduction.

That the said ordinance was numbered 52 and entitled Ordinance to establish rules for the conduct of the proceedings of the Board of Trustees of the Town of San Anselmo and repealing all Ordinances in conflict therewith.

That the said ordinance was thereafter duly posted in accordance with law and the order of said Board of Trustees in three conspicuous places in said Town.

In witness, whereof, I have hereunto set my hand and affixed the Corporate Seal of the Town of San Anselmo, at my office in said Town, this 23rd day of October 1909.

A. A. Moore

CLERK OF THE TOWN OF SAN ANSELMO.