

# CHAPTER 1: GOVERNMENT ORGANIZATION

## CONSTRUCTION AND EFFECT OF ORDINANCES AND THEIR PUBLICATION

**Section 1-101.** Construction of Ordinances. In the construction of the ordinances of the Town of Tabor the following rules shall be observed unless such construction would be inconsistent with the manifest intent of the ordinance:

- (1) General Rule. All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.
- (2) Gender—Singular and Plural. Every word in any ordinance importing the masculine gender shall extend to and be applied to females as well as males; and every word importing the singular number only shall extend and be applied to several persons or things as well as to one person or thing; and every word importing the plural number only shall extend and be applied to one person or thing as well as to several persons or things.
- (3) Person. The word "person" shall extend and be applied to firms, corporations, or voluntary associations, as well as to individuals, unless plainly inapplicable.
- (4) Tenses. The use of any verb in the present tense shall include the future when applicable.
- (5) Shall Have Been. The words "shall have been" include past and future cases.
- (6) Heretofore and Hereafter. Whenever the word "heretofore" occurs in any ordinance it shall be construed to mean any time previous to the day when such ordinance shall take effect; and whenever the word "hereafter" occurs it shall be construed to mean the time after the ordinance containing such word shall take effect.
- (7) Joint Authority. All words purporting to give a joint authority to three or more town officers or other persons shall be construed as giving such authority to a majority of such officers or other persons unless it shall be otherwise expressly declared in the law giving the authority.
- (8) Acts by Agents. When an ordinance requires an act to be done which may by law as well be done by an agent as by the principal such requisition shall be construed to include all such acts when done by an authorized agent.
- (9) Reasonable Time. In all cases where any ordinance shall require any act to be done in a reasonable time or reasonable notice to be given, such reasonable time or notice shall be deemed to mean such time only as may be necessary for the prompt performance of such duty, or compliance with such notice.
- 10) Time--How Computed. The time within which an act is to be done as provided in any ordinance or in any order issued pursuant to any ordinance, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day be Sunday it shall be excluded; and when any such time is expressed in hours the whole of Sunday, from midnight to midnight, shall be excluded.

(11) Board of Trustees. Board of Trustees shall mean the Board of Trustees of the Town of Tabor, constituting the governing body.

(12) Week. The word "week" shall be construed to mean seven days; but publication in a newspaper of any notice or other matter indicated to be for a stated number of weeks shall be construed to mean one insertion in each week, unless specifically stated to be for each day of the week or for more than one day in each week; and all publications heretofore made in accordance with the terms of this subsection are hereby validated.

**Section 1-102.** When These Rules of Construction Shall Not Apply. The rules of construction set forth in this ordinance shall not be applied to any ordinance which shall contain any express provision excluding such construction, or when the subject matter or context of such ordinance may be repugnant thereto.

**Section 1-103.** Reference to Titles, Chapters, or Sections — Conflicting Ordinances. In addition to the rules of construction specified in Section 1-101, the following rules shall be observed in the construction of these ordinances:

- (1) All references to titles, chapters or sections are to the titles, chapters and sections of these ordinances unless otherwise specified.
- (2) If the provisions of different chapters of these ordinances conflict with or contravene each other, the provisions of each chapter shall prevail as to all matters and questions growing out of the subject matter of such chapter.
- (3) If conflicting provisions be found in different sections of the same chapter the provisions of the section which is last in numerical order shall prevail unless such construction be inconsistent with the meaning of such chapter.

**Section 1-104.** Ordinance to Take Effect When. All ordinances passed by the Town Board, except when otherwise specifically provided, shall take effect and be in force from and after their publication in accordance with South Dakota Compiled Laws 9-19.

**Section 1-105.** Effect of Repeal. When any ordinance repealing a former ordinance, clause or provision, shall be itself repealed, such repeal shall not be construed to revive such former ordinance, clause or provision, unless it shall be expressly so provided.

**Section 1-106.** Penalty Where No Penalty Provided.

- (1) In any case where there shall be a violation of any town ordinance for which no penalty is provided, the person violating the same shall be subject to a fine of not less than one dollar nor more than one hundred dollars for each offense, except as provided in the following subsection.
- (2) In any case where any ordinance or section of an ordinance of the Town of Tabor shall not provide the greater penalty for a second or subsequent conviction for a violation thereof any person violating the same who shall previously have been convicted of a violation thereof shall be subject to a fine of not less than ten dollars nor more than two hundred dollars for each offense, except that where the penalty provided by any such ordinance or section for a first violation thereof shall be larger than the penalty herein provided such larger penalty shall be applicable.

(3) No violation of any ordinance of the Town of Tabor shall be or be construed to be a misdemeanor nor shall imprisonment be imposed as a punishment for violation of any ordinance of the Town of Tabor except in the event of a failure of the defendant to pay the fine imposed by the court, any other provision of the general ordinances of the Town of Tabor to the contrary notwithstanding.

**Section 1-107.** Imprisonment Upon Failure to Pay Penalty Imposed for Violation of Ordinance. When a fine shall be imposed for the violation of any ordinance of the Town of Tabor or " any section thereof the court may also sentence the defendant to pay the cost of the action and to be imprisoned until such fine and costs are paid, in no case, however, to exceed six months, and the court may also issue an execution against the property of the defendant for said fine and costs.

**Section 1-108.** Effect of Code on Existing Obligations. Nothing in this code shall be so construed as to impair any vested rights or valid obligations existing when it takes effect.

**Section 1-109.** Former Ordinances Repealed. All ordinances and parts of ordinances in conflict with the provisions of this code or relating to the subject matter of this code and not reenacted as a part of this code are hereby repealed, except as otherwise specifically provided.

**Section 1-110.** Effect of Repeal. The repeal of an ordinance shall not affect any punishment or penalty incurred before the repeal took effect, nor any suit, prosecution or proceeding pending at the time of repeal, or any offense committed under the ordinance repealed.

**Section 1-111.** Code Inapplicable to Certain Ordinances. Nothing in this code shall affect the validity of any of the following:

- (a) Ordinances providing for appropriations;
- (b) Ordinances providing for the issuance of bonds;
- (c) Ordinances granting any franchise, right-of-way, easement, or contract right;
- (d) Ordinances establishing street grades, widths, or names;
- (e) Any ordinance adopted after, 1976.

## **BOARD OF TRUSTEES ORGANIZATION AND PROCEDURE**

**Section 1-201.** Regular Meetings.

- (1) Time. The Board of Trustees shall hold regular meetings on the first Monday of each month at 7:30 P.M.
- (2) Place. All regular meetings of the Town Board shall be held in the Community Center in the Town of Tabor.

**Section 1-202.** Elective and Appointive Officers.

- (1) Elective Officers. The elective officers of the Town shall be five trustees.
- (2) Terms of Officers. Members of the Board of Trustees shall hold office for a term of three years, provided that at least one trustee shall be elected each year at the annual election, and all the other elective officers

shall hold office for a term of three years. Such officers shall be elected at the annual election, and shall hold office until their successors are elected or appointed and have qualified. Each elective officer when elected to fill a vacancy shall enter upon the discharge of his duties as soon as he shall have qualified and shall serve until the next annual election at which the vacancy could be filled, and every such office when elected for a full term shall enter upon the discharge of his duties on the first Monday of May next succeeding his election or as soon thereafter as he shall have duly qualified.

~~(3) Appointive Officers. Marshal, Street Commissioner (or overseer of highways), assessor, Town Attorney, Town License Officer, and water and sewer supervisor.~~

(3) Appointive Officers and Terms of Office: At the first regular meeting of the Board of Trustees after the annual city election in each year, the Board of Trustees, by a majority vote, shall appoint the following city officers, to wit:

(a) Council Officers Appointments: Real Property & Zoning, Buildings, Water, Sewer, Streets, Health and Safety, Parks, Personal

(b) Other Appointments: City Attorney, Official Depository, Official Newspaper and Code Enforcement/Building Inspector

~~(4) Mode of Appointment. All appointive officers of the Town shall be appointed by a majority vote of the Board of Trustees. The Assessor and Town Attorney shall be appointed at the first regular meeting in January and shall hold office for one year or until his successor is appointed and qualified.~~

(4) Employees Other than Appointive: In addition to appointive officers, the Board of Trustees shall hire such other personal, professional, and otherwise, required, and necessary for municipal purposes. These personnel may include but not limited to, the Finance Officer, Police Chief, Street Superintendent, Water and Sewer Superintendent. Compensation of such employees shall be fixed by the resolution at any time regardless of the time when any City employee may have been hired. Any city employee may only be removed from their position by the majority vote of the Board of Trustees.

~~(5) Term of Appointive Officer. Each appointive town officer shall enter upon the discharge of his duties as soon as each have duly qualified and shall hold office until the appointment and qualification of his successor.~~

(5) Term of Appointive Officer. Each appointive town officer shall enter upon the discharge of his duties as soon as each have duly qualified, and each shall hold their offices for one (1) year, except as herein otherwise provided, and until their successors are appointed and qualified.

(6) Qualifications of Officers. The member of the Board of Trustees shall qualify for office within ten days after notice of his election by filing an oath of affirmation of office in the usual form provided by law, and the clerk, treasurer, marshal, and the police magistrate shall within ten days after notice of their election or appointment take and subscribe an oath or affirmation of office in the form required by the Constitution and furnish an undertaking to be approved by the Board of Trustees in such sum as it shall direct. The amount of the Treasurer's Bond shall, in no case, be less than one-half of the amount of the estimated taxes and special assessments for the current year, and in case bonds are sold, he shall execute an additional bond to the amount thereof.

(7) Certificate of Appointment. The marshal shall be commissioned by warrant, under the corporate seal, signed by the President of the Board of Trustees and the clerk.

(8) Vacancies. The failure of any officer for ten (10) days after notice of his election or appointment to qualify and enter upon the duties of his office, or the conviction of any such officer of any public offense other than a misdemeanor, or his resignation, shall cause a vacancy in the office. The vacancy in the Board of Trustees shall be filled by the remaining members at a special meeting of the board called for that purpose, and the vacancy in the office of police magistrate, town clerk, town assessor, town treasurer, or town attorney, shall be filled by appointment by the Board of Trustees until the next ensuing election.

(9) Removal of Appointive Officer. Any appointive officer may be removed by a majority vote of the Board of Trustees.

(10) Certain Officers Not to Hold Other Office. No trustee shall hold any other office under the municipality while an incumbent of any such office. No clerk shall hold the office of treasurer under the municipality while an incumbent of such officer.

(11) Public Records. Every municipal officer shall keep a record of the official acts and proceedings of his office, and such record shall be open to public inspection during the business hours under reasonable restriction.

(12) Publication of Proceedings. The town clerk shall cause to be published in the official newspaper within thirty (30) days after each meeting of Board of Trustees a full account of the proceedings at such meeting giving a detailed statement of all expenditures of money, the names of the persons to whom payment is made and showing the services rendered therefore.

(13) President of the Board of Trustees. At the first regular meeting after their election, the members of the Board of Trustees shall elect one of their number as President to serve for one year and until his successor is elected and qualified.

**Section 1-203. Duties of Officers.**

(1) President. To preside at all meetings of the Board of Trustees and perform all duties usual and incidental to the duties of a president, and who shall vote on all matters with the other trustees.

(2) Town Clerk. The duties of the town clerk shall be as follows:

(a) He/She shall keep his office at such place as the governing body may direct.

(b) He/She shall keep the corporate seal, all papers and records of the municipality and a record of the proceedings of the governing body whose meetings it shall be his duty to attend.

(c) He/She shall draw and countersign all warrants on. The Treasury in pursuance of orders or resolutions of the governing body and keep a full and accurate account thereof in books provided for that purpose.

(d) He/She shall cause to be made estimates of the expenses of any work done by the municipality and countersign all contracts made on its behalf.

(e) He/She shall keep regular books of account in which he shall enter all indebtedness of the municipality and shall at all times show the financial condition of the town, the amount of bonds, warrants, certificates or other evidence of indebtedness issued by the town and the amounts of all bonds, warrants, certificates, or other evidences of indebtedness which have been redeemed and the amount of each outstanding.

- (f) He/She shall countersign all bonds, warrants or other evidences of indebtedness of the municipality and keep accurate account thereof, stating to whom and for what purpose issued and the amount thereof.
- (g) He/She shall keep an account with all receiving and disbursing officers of the town showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the governing body.
- (h) He/She shall examine all reports, books, papers, vouchers and accounts of the Treasurer; audit and adjust all claims and demands against the town before they are allowed by the governing body; keep a record of his accounts and doings; keep a record in which books shall be open to the inspection of all parties interested; and perform such other duties as may be required by ordinances, resolution or direction of the governing body.
- (i) He/She shall report to the governing body on the first day of July and January of each year the receipts, expenses and financial conditions of the municipality, which report shall be published within thirty (30) days thereafter in the official paper.
- (j) He/She shall make and keep a list of outstanding municipal bonds, to whom issued, for what purpose, when and where payable, and the rate of interest they respectively bear, and recommend such action to the governing body as will secure the prompt payment of the principal and interest of such bonds.
- (k) He/She shall report annually on or before the first day of September to the governing body an estimate of expenses of the municipality and the revenue necessary to be raised for the ensuing year.

(3) Treasurer. The duties of the town treasurer shall be as follows:

- (a) He/She shall receive all money belonging to the municipality including taxes, licenses, fines, and income from all other sources and keep an accurate and detailed account thereof in such a manner as the governing body may, from time to time, direct.
- (b) He/She shall have a settlement with the town clerk at the end of every month and turn over all warrants, interest coupons, bonds or other evidence of indebtedness which may have been paid by him during the month taking the receipt of the clerk therefore, and all such evidences of indebtedness shall be canceled by him and have written or stamped thereon the date of payment.
- (c) He/She shall keep a separate account of each fund or appropriation and of the debits and credits belonging thereto.
- (d) He/She shall give every person paying money into the Treasury a duplicate receipt therefore specifying the amount, date of payment and upon what account paid; he shall file copies of such receipts with the clerk at the time of his monthly report.
- (e) He/She shall keep all moneys in his hands belonging to the municipality separate and distinct from his own moneys.
- (f) He/She shall report to the governing body upon request a full and detailed account of all receipts and expenditures since his last report and the balance in the Treasury.

- (g) He/She shall keep a record of all warrants paid during the year with their date, amount, number, the fund from which paid, the person to whom paid, and the time of payment.
- (h) He/She shall pay no money out of the Treasury except upon the warrant of the President of the Board of Trustees, countersigned by the clerk, except bonds and interest coupons, which, when due, may be paid upon presentation and in case the same are payable at some place other than within the city, the money for their redemption shall be sent to the place where they are payable in time to meet such payment when due.
- (i) He/She shall pay all warrants in the order in which they are presented out of the funds upon which they may be drawn and he shall note on the back of each warrant presented the date of such presentation and the date of such payment. Every such warrant shall be paid upon presentation if there is sufficient money in the fund upon which it is drawn to pay the same; if not, it shall be registered as provided by law.

(4) Assessor. The Town of Tabor shall constitute an assessor's district, and the town assessor shall, in addition to the duties provided for township and county assessors, perform the following duties:

- (a) He/She shall assess all real and personal property within the municipality, which assessment shall be for the purpose of levying municipal, county, school and state taxes.
- (b) He/She shall complete and return his assessment roll before the second Monday in June of each year to the town clerk who shall present the same to the Town Board of Equalization at its regular meeting.
- (c) He/She shall prepare and keep in his office for the use of himself and his successors all such information in regard to the real and personal property within the town which shall be useful and necessary in determining the value of the same for the purpose of assessment.
- (d) He/She shall assist in the making of special assessments for municipal improvements and perform such other duties as may be prescribed by the governing body.

(5) Police. The town marshal shall perform such duties as shall be prescribed by the governing body for the preservation of peace, and

- (a) All policemen shall possess the powers of constables.
- (b) They shall execute and serve all warrants, process, commitments, and writs as issued by the police magistrates of the municipality.
- (c) They may pursue and arrest any person fleeing from justice in any part of the state and when performing the duties aforesaid, may arrest and detain any person guilty of any breach of the peace or any violating of the laws of the state or ordinance of the town.
- (d) The town marshal or his deputies receiving a salary for their services, shall account for and pay over on or before the end of each month to the treasurer, all fees received by him for the service of any civil process, taking a receipt therefore and filing an itemized account thereof with the town clerk.
- (e) No marshal receiving a salary for other purposes shall charge or receive any fee or compensation for the service of any process issued out of any Court of this state in any criminal case.

**Section 1-204.** Compensation of Officers. The compensation of the several officers of the town shall be as follows: President of the Board of Trustees shall receive a salary of \$100 per month, and the other members of the Board of Trustees shall receive a salary of \$75 per month, payable quarterly.

**Section 1-204.** Compensation of Officers. The compensation of the President of the Board of Trustees and the other members of the Board shall be fixed by resolution at the first regular meeting in January, and the salary for each shall be payable monthly.

**Section 1-205.** Special Meetings. The President shall call special meetings of the board whenever in his opinion the public business may require it, or at the express written request of any members of the Trustees. Whenever a special meeting shall be called, a summons or a notice in writing signed by the President of the board shall be served upon each member of the board either in person or by notice left at his place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted thereat except such as is stated in the notice.

**Section 1-206.** Agenda. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the board shall be delivered to the town clerk, whereupon the town clerk shall immediately arrange a list of such matters according to the Order of Business and furnish each member of the board and the town attorney with a copy of the same prior to the board meeting and as far in advance of the meeting as time for preparation will permit. None of the foregoing matters shall be presented to the board by administrative officials except those of an urgent nature, and the same, when so presented, shall have the written approval of the President before presentation.

**Section 1-207.** The Presiding Officer—Election and Duties. The presiding officer of the board shall be the President, who shall be elected annually by the members from their membership. The President shall assume the chair of the Presiding Officer immediately after his election. The Presiding Officer shall preserve strict order and decorum at all regular and special meetings of the board. He shall state every question coming before the board, announce the decision of the board on all subjects and decide all questions of order, subject, however, to an appeal to the board, in which event a majority vote of the board shall govern and conclusively determine such question of order. He shall vote on all questions, his name being called last. He shall sign all ordinances and resolutions adopted by the board during his presence. In the event of the absence of the President, the Presiding Officer shall sign ordinances or resolutions as then adopted.

**Section 1-208.** Call to Order—Presiding Officer. The President shall take the chair precisely at the hour appointed for the meeting and shall immediately call the board to order. In the absence of the President, the town clerk shall call the board to order, whereupon a temporary chairman shall be elected by the members of the board present. Upon the arrival of the President, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the board.

**Section 1-209.** Roll Call. Before proceeding with the business of the board, the town clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.

**Section 1-210.** Quorum. A majority of all the members elected to the board shall constitute a quorum at any regular or special meeting of the board.

**Section 1-211.** Order of Business. All meetings of the board shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the members of the board shall take their regular stations and the business of the board shall be taken up for consideration and disposition in the following order:

1. Roll Call.
2. Agenda.
3. Approval of minutes of previous meeting.
4. Financial.
5. Vouchers.
6. Petitions, remonstrances and communications.
7. Introduction and adoption of resolutions and ordinances.
8. Report of Officers—Boards—Committees.
9. Unfinished Business.
10. New Business.
11. Miscellaneous.
12. Appropriations.
13. Adjournment.

**Section 1-212.** Reading of Minutes. Unless a reading of the minutes of a board meeting is requested by a member of the board, such minutes may be approved without reading if the clerk has previously furnished each member with a synopsis thereof.

**Section 1-213.** Rules of Debate.

- (1) Presiding Officer May Debate and Vote, etc. The President or such other member of the board as may be presiding may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a trustee by reason of his acting as the President Officer.
- (2) Getting the Floor--Improper References to Be Avoided. Every member desiring to speak shall address the Chair, and, upon recognition by the Presiding Officer, shall confine himself to the question under debate.
- (3) Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed.
- (4) Privilege of Closing Debate. The trustee moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.
- (5) Motion to Reconsider. A motion to reconsider any action taken by the board may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but

may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the board from making or remaking the same or any other motion at a subsequent meeting of the board.

- (6) Remarks of Trustee—When Entered in Minutes. A trustee may request, through the Presiding Officer, the privilege of having an abstract of his statement on any subject under consideration by the board entered in the minutes. If the board consents thereto, such statement shall be entered in the minutes.
- (7) Synopsis of Debate—When Entered in Minutes. The cleric may be directed by the Presiding Officer, with consent of the board, to enter in the minutes a synopsis of the discussion on any question coming regularly before the board.

**Section 1-214.** Addressing the Board. Any person desiring to address the board shall first secure the permission of the Presiding Officer so to do; Provided, however, that under the following headings of business, unless the Presiding Officer rules otherwise, any qualified person may address the board without securing such prior permission:

- (a) Written Communications. Interested parties or their authorized representatives may address the board by written communications in regard to matters then under discussion.
- (b) Oral Communications. Taxpayers or residents of the town, or their authorized, legal representatives, may address the board by oral communications on any matter concerning the town's business, or any matter over which the board has control; Provided, however, that preference shall be given to those persons who may have notified the town clerk in advance of their desire to speak in order that the same may appear on the agenda of the board.
- (c) Reading of Protests, etc. Interested persons or their authorized representatives may address the board by reading of protests, petitions, or communications relating to zoning, sewer and street proceedings, hearings on protests, appeals and petitions, or similar matters, in regard to matters then under consideration.

**Section 1-215.** Addressing the Board After Motion Made. After a motion is made by the board, no person shall address the board without first securing the permission of the board so to do.

**Section 1-216.** Manner of Addressing Council—Time Limit. Each person addressing the board shall give his name and address in an audible tone of voice for the records. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the Presiding Officer. No question shall be asked a trustee except through the Presiding Officer.

**Section 1-217.** Silence Constitutes Affirmative Vote. Unless a member of the board states that he is not voting, his silence shall be recorded as an affirmative vote.

**Section 1-218.** Decorum.

- (1) By Board Members. While the board is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the

peace of the board nor disturb any member while speaking or refuse to obey the orders of the Presiding Officer, except as otherwise herein provided.

- (2) By Persons. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the board shall be forthwith, by the Presiding Officer, barred from further audience before the board, unless permission to continue be granted by a majority vote of the board.

**Section 1-219.** Special Committees. All special committees shall be appointed by the presiding officer, unless otherwise directed by the board.

**Section 1-220.** Ordinances, Resolutions, Motions and Contracts.

- (1) Preparation of Ordinances. All ordinances shall be prepared by the town attorney. No ordinance shall be prepared for presentation to the board unless ordered by a majority vote of the board, or requested in writing by the President, or prepared by the town attorney on his own initiative.
- (2) Prior Approval by Administrative Staff. All ordinances, resolutions and contract documents shall, before presentation to the board, have been approved as to form and legality by the town attorney or his authorized representative, and shall have been examined and approved for administration by the President or his authorized representative, where there are substantive T matters of administration involved.
- (3) Introducing for Passage or Approval.
  - (a) Ordinances, resolutions and other matters or subjects requiring action by the board must be introduced and sponsored by a member of the board, except that the President or town attorney may present ordinances, resolutions and other matters or subjects to the board, and any board member may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.
  - (b) No ordinance shall be put on its final passage on the same day on which it was introduced.
  - (c) All ordinances shall have two separate readings, but the first and second readings shall never be had on the same day.
  - (d) No ordinance shall relate to more than one subject which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed, and when practicable all ordinances shall be introduced as amendments to existing ordinances or sections thereof.
  - (e) Any resolution providing for the appropriation of money shall designate the particular fund from which the appropriation is to be made and shall not be granted immediate consideration unless the votes of the number of members required for the affirmation of such resolution shall be cast in favor of immediate consideration. An objection voiced by one member shall require a roll call upon the motion for immediate consideration. If no objection is voiced the clerk shall record an unanimous consent to the motion for immediate consideration and the presiding officer shall proceed to state the principal question.
  - (f) The yeas and nays shall be taken upon the passage of all ordinances and resolutions and upon any proposal to create a liability against the town for the expenditure or appropriation of its funds and in all other cases at the request of any member and a record of the vote of each trustee, when required, shall be entered in the journal of its proceedings. The concurrence of the majority of all

the trustees shall be necessary to the passage of any such ordinance, resolution, or proposal to create a liability against the town for the expenditure or appropriation of its money.

(g) No vote of the Board of Trustees shall be reconsidered or rescinded at a special meeting unless at such special meeting there be present as large a number of trustees as were present when such vote was taken.

**Section 1-221.** Reports and Resolutions to Be Filed With Clerk. All reports and resolutions shall be filed clerk and entered. A motion to adjourn shall debate.

**Section 1-222.** Adjournment. A motion to adjourn shall always be in order and decided without debate.