

Chapter 2.04

TOWN COUNCIL

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2.04.010 **Composition of council.**

The town council of the town shall be composed of the following:

- A. Mayor;
- B. Four councilmen.

The mayor and each councilman shall have one vote on all issues coming before the council. (Prior code § 1-301)

2.04.020 **Regular Meetings.**

Regular meetings of the town council shall be held at the town hall once each month on the second Thursday of each month,

beginning at the hour of seven (7:00) p.m., or as soon thereafter as possible. Other such meetings may be held from time to time by resolution as the Council may direct. (Prior code § 1-302, amended 02-27-2007)

2.04.030 **Special meetings-How called.**

Special meetings of the town may be called by a majority of the qualified members of the town council or by the mayor by giving notice of the meeting to each member of the governing body and to each newspaper of general circulation, radio or television requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. (Ord. 97-03-13-05 § 1 (part), 1997: Ord. 97-03-13-01 § (part), 1997: prior code § 1-303)

2.04.040 **Quorum for transaction of business.**

A majority of the voting members of the town council shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time. (Prior code § 1-304)

2.04.050 **Mayor shall preside at council meetings.**

The mayor shall preside at all meetings of the town council. (Prior code § 1-305)

2.04.060 **Mayor pro tem-Powers.**

The town council shall elect one of their body as “mayor pro tem” who shall preside at all meetings of the council in the absence of the mayor, and the mayor pro tem when occupying the place of the mayor, shall have the same privileges as other members of the council, and all acts of the mayor pro tem while so acting, shall be as binding upon the council and upon the town, as if done by the

mayor. (Amended during 1998 codification; prior code § 1-306)

2.04.070 Proceedings of Council.

At the hour appointed for meeting, the members shall be called to order by the Mayor, or in his absence by the Mayor Pro-Tem, and the Clerk shall proceed to call the roll, note the absentees, and announce whether a quorum be present; the Council shall proceed with the business before them, which shall be conducted in the following order:

- Call to Order
- Roll Call
- Additions to the Agenda
- Approve the Agenda
- Minutes of the Previous Regular & Special Meetings
- Financial Statement and Monthly Bills
- Public Guests
- Unfinished Business
- Committee Reports
- Additions to the Agenda Heard
- New Business
- Correspondence
- Adjourn

2.04.080 Amendment or suspension of order of business or rules.

The foregoing rules and order of business may be amended or suspended at any meeting only by a two-thirds vote of all the members elected to the town council. (Prior code § 1-308)

2.04.090 Presentment of bills-Approval.

All bills for labor or material shall be itemized giving the day and date that such labor was performed or material bought, and shall be subscribed on proper voucher forms. All bills shall be approved by the officers or committee authorizing the expenditure, and submitted to the town clerk at least five days prior to the council meeting, before the same shall be acted upon by the town council. (Prior code § 1-309)

2.04.100 Council Appointments-Majority Rule- Recording.

In the event that a vacancy should occur in the governing body of the Town of Encampment, appointment to the office shall be acted on by ballot and a majority of the remaining numbers of members elected to the council shall be necessary to make a choice. The names of those who voted, and the number of votes each candidate received upon the vote resulting in appointment shall be recorded in the minutes.

2.04.110 Committee appointments and committees.

All committees shall be appointed by the mayor or mayor pro tem. The mayor, after consultation with the council, shall designate such standing committees as he shall deem it necessary to have during his term in office. Such committees shall consist of one member of the council and shall be appointed annually. (Amended during 1998 codification; prior code § 1-311)

2.04.120 Voting-Recording.

For any vote taken by the council, any councilmember may call for the recording of the votes and abstentions in the journal. (Prior code § 1-601)

2.04.130 Majority rule.

A concurrence of a majority of all the members elected to the council shall be required for the passage of an ordinance, and a concurrence of two-thirds of such members shall be required for passage of any home rule ordinance. (Prior code § 1-602)

2.04.140 Preserving and recording ordinances.

It shall be the duty of the town clerk to safely preserve the original ordinances and, when passed and approved, to record the

same in a book provided for that purpose.
(Prior code § 1-603)

**2.04.150 Petitions, remonstrances
 and memorials.**

All petitions, remonstrances to the council and memorials shall be in writing, and shall be addressed to “The Honorable Mayor and Town Council of the Town of Encampment, State of Wyoming.” (Prior code § 1-605)

**2.04.160 Determining a Vacancy in
 Elected Office.**

Section 1: Determination of Vacancy in Elected Office. A vacancy in an elected office within the Town shall be determined to exist at such time as the Council, by motion, finds that the incumbent:

- A. Dies;
- B. Resigns;
- C. Is determined by a court having jurisdiction to be insane or mentally incompetent;
- D. Is disqualified from holding office for any reason specified by law;
- E. Is convicted of a crime involving moral turpitude or constituting a breach of his oath of office;
- F. Refuses to take the oath of office;
- G. Refuses to give or renew an official bond if required by law;
- H. The election is voided by a court decision; or
- I. No longer resides within the ward from which he/she was elected. (Adopted 10-09-2003)