

## **MONTREAT CODE OF GENERAL ORDINANCES**

### **CHAPTER A - GENERAL PROVISIONS AND ADMINISTRATION**

#### **ARTICLE II: LEGISLATIVE**

Section 1. Regular Meetings. The regular meetings of the Mayor and Board of the Town shall be held on the second Thursday of each month, at 7:30 p.m. in the Allen Building, unless otherwise designated by the Board. The regular meeting begins at the public hearing starting time in those months when a public hearing is scheduled before the regular monthly meeting, as announced during the prior month's meeting.

Section 2. Special Meetings. Special meetings of the Board may be held upon the call of the Mayor or upon written request of any two members of the Board. Notice of the time and purposes of said special meetings shall be posted, and due notice shall be given to the Mayor and Board of the time and purposes of such meetings.

Section 3. Quorum. A majority of the members of the Board shall constitute a quorum and no official business of the Town shall be transacted by the Board unless a quorum is present.

Section 4. Minutes. It shall be the duty of the Town Clerk to be present at all meetings of said Town Board and to keep in a book provided for that purpose a record of all the proceedings of the Board.

Section 5. Mayor to Preside. The Mayor shall preside at all meetings of the Board and in his/her absence the Mayor Pro Tempore shall preside.

Section 6. Mayor Not to Vote. The Mayor shall not vote on any question before the Board except in the case of a tie vote deadlocking a decision of the Board.

Section 7. Committees. The Mayor and Commissioners may create such committees of the Board for special purposes as they deem best.