

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Council
- 2.08 City Recorder
- 2.12 City Treasurer
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Chapter 2.04

CITY COUNCIL

Sections:

- 2.04.010 Meetings--Time and place.
- 2.04.020 Resolution of parliamentary questions.

2.04.010 Meetings--Time and place. The time and place of council meetings shall be fixed by motions or resolutions of the council. (Ord. 222 §1, 1981)

2.04.020 Resolution of parliamentary questions. All parliamentary questions which may arise before the council, not otherwise provided for, shall be determined by Robert's Rules of Order. (Ord. 222 §2, 1981)

Chapter 2.08

CITY RECORDER

Sections:

- 2.08.010 Appointment.
- 2.08.020 Title of recorder.
- 2.08.030 Duties.
- 2.08.040 Bond required.

2.08.010 Appointment. The mayor shall appoint with the approval of the council a city recorder, which office is created. The recorder may, in addition to the

office to which he is appointed under this chapter, be appointed to other city offices by the council. (Ord. 223 §1, 1981)

2.08.020 Title of recorder. The title of the city recorder, whether acting as recorder or clerk of the council, shall be "the recorder of the city of Cave Junction." (Ord. 223 §2, 1981)

2.08.030 Duties. The recorder shall perform any and all duties that may be prescribed by law or by the council. (Ord. 223 §3, 1981)

2.08.040 Bond required. The recorder shall be bonded in the amount set forth by the council and shall remain bonded during the incumbency. The bond will be by a surety company authorized to do business as a surety company in the state by the State Insurance Commissioner. (Ord. 223 §4, 1981)

Chapter 2.12

CITY TREASURER

Sections:

- 2.12.010 Appointment.
- 2.12.020 Duties.
- 2.12.030 Financial reports to council.
- 2.12.040 Examination of records and accounts.
- 2.12.050 Bond required.

2.12.010 Appointment. The mayor shall appoint with the approval of the council a city treasurer, which office is hereby created. The treasurer may, in addition to the office to which he is appointed under this chapter, be appointed to other city offices by the council. (Ord. 224 §1, 1981)

2.12.020 Duties. It shall be the duty of the treasurer to keep an accounting of all city funds in accordance with the state budgetary laws and principles as prescribed by the Department of Revenue. (Ord. 224 §2, 1981)

2.12.030 Financial reports to council. The treasurer shall present to the council financial reports on a timely basis which shall provide information as the council considers meaningful. (Ord. 224 §3, 1981)