

CHAPTER 20: COUNCIL-MANAGER FORM OF GOVERNMENT

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GENERAL PROVISIONS

§ 20.01 GOVERNING BODY.

The governing body of the town shall consist of a Mayor and Council of four members. The governing body shall be charged with the general government and administration of the affairs of the town.

Statutory reference:

Council to organize town government, see G.S. 160A-146

§ 20.02 POWERS AND DUTIES.

The powers and duties of the governing body shall be as set out in the general statutes of the state, the Town Charter, and the ordinances of the town.

§ 20.03 MAYOR; DUTIES.

The Mayor shall be the official head of the town, and as such, shall perform the following duties:

- (A) Keep himself informed as to the town's business.
- (B) Preside over the meetings of the Council.
- (C) Sign all contracts, ordinances, resolutions, franchises, and all other documents as authorized by the Council.
- (D) Appoint all committees and outline their duties, under the general direction of the Council.
- (E) Make recommendations to the Council concerning the affairs of the town, as he deems necessary.

(F) Represent the town at ceremonies and other official occasions.

(G) Perform other duties as authorized by the general statutes, the town charter, and this code.

Statutory reference:

Duties of the Mayor, see G.S. 160A-69

§ 20.04 MAYOR PRO TEM.

At the first meeting after their election, the Council shall select one of their number to act as Mayor Pro Tem. The Mayor Pro Tem shall have no fixed term of office, but as such, shall perform all the duties of the Mayor in the Mayor's absence or disability.

Statutory reference:

Mayor Pro Tem, see G.S. 160A-70

§ 20.05 TOWN MANAGER.

(A) The Council shall appoint a Town Manager to serve at its pleasure. The Manager shall be appointed solely on the basis of his executive and administrative qualifications. He need not be a resident of the town or state at the time of his appointment. The office of Town Manager is hereby declared to be an office that may be held concurrently with other appointive (but not elective) offices pursuant to Article VI, Sec. 9, of the Constitution.  
(G.S. 160A-147)

(B) The Manager shall be the chief administrator of the town. He shall be responsible to the Council for administering all municipal affairs placed in his charge by them, and shall have the following powers and duties:

(1) He shall appoint and suspend or remove all town officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the town attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Council may adopt.

(2) He shall direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Council, except as otherwise provided by law.

(3) He shall attend all meetings of the Council and recommend any measures that he deems expedient.

(4) He shall see that all laws of the state, the town charter, and the ordinances, resolutions, and regulations of the Council are faithfully executed within the town.

(5) He shall prepare and submit the annual budget and capital program to the Council.

(6) He shall annually submit to the Council and make available to the public a complete report on the finances and administrative activities of the town as of the end of the fiscal year.

(7) He shall make monthly reports to Council concerning the operations of town departments, offices, and agencies subject to his direction and control.

(8) He shall perform any other duties that may be required or authorized by the Council.  
(G.S. 160A-148)

(C) Neither the Mayor nor any member of the Council shall be eligible for appointment as Manager or acting or interim Manager.  
(G.S. 160A-151)

MEETINGS

§ 20.15 REGULAR MEETINGS; TIME AND PLACE.

The regular meetings of the Council shall be held on the second Tuesday of each month at 7:00 p.m. at the community center, unless otherwise designated by the Council.

Statutory reference:

Quorum, see G.S. 160A-74

Voting, see G.S. 160A-75

§ 20.16 SPECIAL MEETINGS.

Special meetings of the Council may be held according to the procedures set out in the applicable general statutes.

Statutory reference:

Notice of special meetings, see G.S. 143-318.12

Special meetings, see G.S. 160A-71

§ 20.17 ADJOURNED MEETINGS.

Any meeting of the Council may be continued or adjourned from day to day, or for more than one day.