

CHAPTER 2.

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ARTICLE I.

IN GENERAL

Sec. 2-1. Annual audit.

There shall be an annual audit of the financial and administrative affairs of the municipality, by a qualified and competent certified public accountant.

Sec. 2-1:1. Annual Budget; Publication and Notice.

An annual budget shall be prepared and notice thereof shall be given pursuant to sections 15.1-160 to 15.1-169 of the Code of Virginia.

Sec. 2-2. Deposit of funds.

All money belonging to the municipality shall be deposited in a federally insured FDIC designated bank by the council in the name of the "Town of Round Hill."

Sec. 2-3. Execution of checks.

All checks drawn against any account of the "Town of Round Hill" shall be signed by any two

of the following officers, namely, the town recorder, vice mayor, and mayor.

Sec. 2-4. Execution of deeds for conveyance or exchange of municipal property and other instruments requiring use of seal.

All deeds for the conveyance or exchange of the property of the municipality, and all agreements or other instruments requiring the seal of the municipality to be affixed thereto, shall, when authorized by the council, be authenticated in the name of the municipality by the mayor and the seal of the municipality be affixed thereto and attested by the clerk of the council.

Sec. 2-5. Recordation of ordinances, resolutions, etc.

The clerk of the council shall record each ordinance and resolution having the effect of law or containing a provision for a permanent regulation or proceedings of the council by spreading such ordinances or resolution upon the general ordinance book, as soon as passed or adopted. The clerk of the council shall record all other resolutions and minutes or proceedings of the council in the current minute book, upon its passage or adoption.

Sec. 2-6. Voting, Two-Thirds Vote for levy of taxes or contracting debt, recording vote.

No ordinance or resolution shall be passed except by a recorded affirmative vote of a majority of all of the elected council members; but no tax shall be levied or corporate debt contracted unless by an affirmative vote of two-thirds of all of the elected council members.

On final vote of any ordinance or resolution, the name of each council member voting and how he voted shall be recorded. (Virginia Constitution, Art. VII, §7, Code of Va. § 15.1-826)

ARTICLE II.

RULES OF ORDER OF THE COUNCIL.

Sec. 2-7. Days upon which regular meetings held.

There shall be a regular meeting of the council in the council chambers or other suitable place designated by the mayor, on the first and third Thursday in each month.

Sec. 2-8. Reserved.

Sec. 2-9. Special meetings.

No business shall be transacted at a special meeting except that for which it was called.

Sec. 2-10. Reading of minutes.

The clerk shall present the minutes recorded in the minute book at the next regular meeting of the council following each regular meeting and intervening special meetings.

Sec. 2-10:1. How Council convened.

The Council may be convened at any time upon the call in writing of the mayor or any three members of the council. No written call shall be required for regular meetings. (Code of Va., § 15.1-832.)

Sec. 2-10:2. Mayor presiding officer; salary.

The mayor shall preside over the council; and the council may direct the payment to the mayor of a salary not to exceed the amount established by law. (Code of Va., § 15.1-827.) (Town Charter, § 9 and § 12)

Sec. 2-11. Appointment of special committees.

All members of special committees shall unless otherwise ordered, be appointed by the mayor. Each committee shall seat at least one council member. (5-12-58, ch. 9, § 48.)

Sec. 2-12. Quorum; procedure in absence of quorum.

Four members of the council shall constitute a quorum. If a quorum fail to attend, the meeting shall stand adjourned to a day agreed on by a majority of the members present. (5-12-58, ch. 9, § 50.)

Sec. 2-13. Suspension of provisions of article.

Any of the provisions of this article may be suspended during any one session of the council by two-thirds vote of the members present. (5-12-58, ch. 9, § 54.)

Sec. 2-14. Application of Robert's Rules of Order.

The provisions of Robert's Rules of Order shall govern the council in their meetings, except insofar as such provisions are inconsistent with the rules of procedure of the council.