

## **ARTICLE II. BOARD OF TRUSTEES**

### **SECTION 110.010: TRUSTEES--QUALIFICATIONS**

No person shall be a Trustee who has not attained the age of twenty-one (21) years; who is not a citizen of the United States; who is not an inhabitant of the Village at the time of his/her election and throughout their service thereas, and has not resided therein for one (1) whole year next preceding the time of his/her election.

### **SECTION 110.020: TRUSTEES--OATH**

Every Trustee, before entering upon the duties of his/her office, shall take the oath prescribed by the Constitution of this State that he/she will faithfully demean himself/herself in office.

### **SECTION 110.030: CHAIRPERSON OF THE BOARD OF TRUSTEES**

Every Board of Trustees shall assemble within thirty (30) days after their election and shall choose a Chairperson of their number. However, in case of his/her absence at any meeting of the Board, the Board may appoint a Chairperson Pro Tempore. And in the event that the Chairperson dies, resigns, or is removed from office or moves from the Village, the Board of Trustees shall appoint one (1) of their number Chairperson, who shall hold the office for the unexpired term. The Chairperson may vote on any proposition before the Board.

### **SECTION 110.040: BOARD OF TRUSTEE MEETINGS, WHEN HELD**

A. Regular monthly meetings of the Board of Trustees shall be held on the first (1st) Wednesday of each month beginning at 6:30 P.M. or at such time as may be set by the Board of Trustees. Meetings shall be held within the corporate limits of the Village at a site set in January of each year. Such regularly scheduled meetings may be rescheduled or convened by the Chairperson at a different time or place provided that at least twenty-four (24) hours prior to the commencement of such meeting reasonable notice as to its time, date, place and agenda is given to the general public. All meetings shall be held in conformance with Chapter 610, RSMo.

B. Special meetings of the Board of Trustees of the Village of Wardsville may be called by any two (2) members of the Board by requesting such special meeting with the Village Clerk, who shall thereupon prepare a notice of such special meeting. Special meetings may also be called by the Chairperson of the Board in the same manner. The notice of such special meeting shall state the date and hour of the meeting and the purpose for which the meeting is called, and no business shall be transacted thereat, except such as is stated in the notice. Said notice of the time and object of the special meeting shall be given to each member of the Board by the Village Clerk causing such notice to be delivered at the usual place of abode of said members twenty-four (24) hours before stated special meeting. Such notice shall also

be posted within the Village in a manner visible to the general public and shall be made available to any representative of the news media who requests notice of meetings of the Board of Trustees twenty-four (24) hours before said special meeting. By unanimous consent, a special meeting may be held at any time provided however, that when twenty-four (24) hour notice cannot be given or when the time or place is not convenient or accessible to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

#### **SECTION 110.050: PROCEDURE**

Robert's Rules of Order shall govern the proceedings of the Board, except when otherwise provided by ordinance and any question arising thereunder shall be decided by the Chairperson subject to appeal to the Board of Trustees by any member.

#### **SECTION 110.060: BOARD OF TRUSTEES TO KEEP A JOURNAL**

The Board of Trustees shall keep a journal of their proceedings and, at the desire of any member, shall cause the "yeas" and "nays" to be taken and entered on the journal on any question, resolution or ordinance. Their proceedings shall be public.

#### **SECTION 110.070: ORDINANCES, HOW PASSED**

The style of the ordinances shall be: "Be it ordained by the Board of Trustees of the Village of Wardsville, Missouri, as follows:". No ordinance shall be passed except by bill, and no bill shall become an ordinance unless on its passage a majority of all the members of the Board of Trustees vote therefore, and the "yeas" and "nays" be entered upon the journal. All bills shall be introduced to the Board of Trustees in writing and publicly read at a regular meeting of the Board of Trustees before passage thereof. All ordinances shall be in full force and effect from and after their passage, and being duly signed by the Chairperson of the Board of Trustees and attested by the Village Clerk.

#### **SECTION 110.080: TRUSTEES--SEMIANNUAL REPORTS**

The Chairman of the Board of Trustees shall, annually, make out a correct statement of all monies received and expended on account of the Village during the twelve (12) months next preceding; and shall cause such statement, within ten (10) days thereafter, to be published, either in some newspaper printed in Cole County, or by causing copies of such statement to be posted at the sites of the meetings of the Board of Trustees.

#### **SECTION 110.090: TRUSTEES--VACANCY, HOW FILLED**

All vacancies in the Board of Trustees shall be filled by the remaining members of the Board. In case the office of Chairperson becomes vacant, the remaining members shall select one (1) of their own number as Temporary Chairperson and then proceed to elect some person to fill such vacancy; provided, the Chairperson or Temporary Chairperson shall have no vote except in case of a tie.

**SECTION 110.100: SEPARATION OF RESPONSIBILITY BETWEEN TRUSTEES AND APPOINTED OFFICIALS**

No Trustee may hold an appointed position as a salaried Village Official, nor while serving as Trustee do the work assigned to an appointed official for which compensation other than reimbursable expenses is paid.

**SECTION 110.110: TRUSTEES--COMPENSATION**

- A. No Trustee shall be entitled to compensation for their services to the Village.
- B. A Trustee may be reimbursed for reasonable expenses incurred in the conduct of Village business as authorized by the Board of Trustees.