

## Chapter 1

# TOWN SEAL AND RULES OF ORDER

### SECTIONS:

- 1-1-1: Description of Seal**  
**1-1-2: Authority and Attestation of the Seal**  
**1-1-3: Rules and Order of Business**  
**1-1-3: Subsection: Conduct of Business**

**1-1-1: Description of Seal**

A stamp seal whose impression is as follows: The Town of Westcliffe - Custer County, Colorado around its margin and the word Seal in the center. (Ord. 1, 7-30-1887)

**1-1-2: Authority and Attestation of the Seal**

All attestations made to paper issued under the authority of and attested by the Seal of the Town of Westcliffe prior to the passage of this ordinance and hereafter the impression of which seal is as described in the first section of this ordinance are hereby declared to have been and now to be the attestation by the Seal of the Town of Westcliffe. (Ord. 1, 7-30-1887)

**1-1-3: Rules and Order of Business**

Rules and Order of Business:

Rule 1: <sup>1</sup> The Board of Trustees shall meet on the third Monday of each month, at 5:30 P.M. and at any other time they in their discretion may deem proper. (Ord. 1, 7-30-1887, Ord. 3- 1999 eff. 5/4/99. Ord. 6-2021, eff. 10/3/2021)

Rule 2: The Mayor or any two Trustees may call special meetings of the Board of Trustees by Written Notice. (Ord. 1, 7-30-1887)

Rule 3: <sup>2</sup> The Mayor or in case of his/her absence the Mayor Pro-Tem shall preside at all meetings of said the Board and preserve order and decorum thereat, and shall be entitled to vote on all matters coming before the Board for consideration.

In the absence of both Mayor and Mayor Pro-Tem, from any meetings, the Board may appoint one of their members to perform the duties of the Mayor at such meetings. (Ord. 1, 7-30-1887, Ord. 1-2010 eff. 4/6/2010)

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1 Title 1, Chapter 1, Section 3, amended #1 Ord. 3-1999 eff. 5/4/99, Ord. 6-2021, eff. 10/3/2021

2 Title 1, Chapter1, Section 3, Rule 3, amended by Ord. 1-2010 eff. 4/6/2010

Rule 4: At all meetings a Majority of the Board shall constitute a quorum for the transaction of business, but a minority may adjourn from day to day and compel the attendance of absent numbers (Trustees) by a fine not exceeding five dollars for each and every officer. (Ord. 1, 7-30-1887)

Rule 5: <sup>3</sup>At the appointed time for the meeting, the Mayor or in his/her absence Mayor Pro-Tem or that Board member appointed to preside over the meeting shall conduct the meeting in according to the following Order of Business; (Ord. 1, 7-30-1887, Ord. 1-2010 eff. 4/6/2010)

1. Call the meeting to order
2. Call the assembly to attention for The Pledge of Allegiance
3. Call upon the Recorder to do a Roll Call and determine the appearance of a quorum and to announce the presence of a quorum
4. Call upon the individuals in the visiting assembly to state their name and physical address
5. Call for the approval of or amendments to the Minutes of the last meeting
6. Call for the approval of or amendments to the Treasurer's Report
7. Call for the approval of payment or amendments to the Bills List
8. Call for Old Business
9. Call for New Business (as presented on the Agenda)
10. Call for Other Business (may be presented by the Board, Staff or Public – no action may be taken)
11. Call for Staff and Committee Reports (no public comments or questions until reports are completed)
12. Call for Public Comment (to request placing items on future agendas and scheduling informational presentations)
13. Call for Motion to Adjourn

**SUBSECTION 1: CONDUCT OF BUSINESS**

1. All questions relating to the priority of business, and all questions of order, shall be decided by the Mayor, without debate, subject to appeal to the Board which shall decide the question appealed without debate. (Ord. 1, 7-30-1887)
2. Motion upon the subject under consideration shall have precedence in the following order:
  - 1<sup>st</sup> To lay on the table
  - 2<sup>nd</sup> To postpone
  - 3<sup>rd</sup> To Commit
  - 4<sup>th</sup> To Amend
3. All motions shall be reduced to writing if required by the Chairman or any member of the Board. (Ord. 1, 7-30-1887)
4. A motion to adjourn shall always be in order shall take precedence over all others and shall be decided without debate. (Ord. 1, 7-30-1887)
5. Every member of the Board who shall be present when a question is stated from the Mayor shall vote on the question unless excused by the Board or unless the member be interested directly or indirectly in the question in which case the member shall not vote. The Ayes and Nays may be called by any member in which case the moves and votes of the members voting, shall be reported on the minutes. (Ord. 1, 7-30-1887)
6. All appointments of officers by the Board shall be by a majority of the members. (Ord. 1, 7-30-1887)
7. All committees shall be appointed by the Mayor. (Ord. 1, 7-30-1887)
8. The Manager or Town Clerk shall serve all notices of special meetings.
9. None of these rules shall be amended or suspended without a concurring vote in form thereof a majority of all the members of the Board. (Ord. 1, 7-30-1887)