

ADMINISTRATION OF GOVERNMENT

**Chapter 3**

**ADMINISTRATION OF GOVERNMENT**

ARTICLE I

**General Provisions**

- § 3-1. **Execution of deeds and instruments requiring Seal.**
- § 3-2. **Recording of legislation and minutes.**

ARTICLE II

**Council Rules of Procedure**

- § 3-3. **Time and place of meetings.**
- § 3-4. **Quorum.**
- § 3-5. **Journal of proceedings; approval of minutes**
- § 3-6. **Applicability of Robert's Rules of Order.**

[HISTORY: Adopted by the Council of the Town of Middleburg at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Amendments noted where applicable.]

ARTICLE III

**Promotion of Public Safety; Rewards**

- § 3-7 **Rewards for arrest of persons convicted** [added 7/13/06]

ARTICLE IV

**Miscellaneous**

- §3-8 **Returned Checks** [added 05/10/12]
- §3-9 **Employee Monetary Bonuses** [Added 6-22-17]

**GENERAL REFERENCES**

**Officers and employees - See Ch. 15.**

## ADMINISTRATION OF GOVERNMENT

**ARTICLE I  
General Provisions****§ 3-1. Execution of deeds and instruments requiring Seal.**

All deeds for the conveyance or exchange of the property of the town and all agreements or other instruments requiring the Seal of the town to be affixed thereto shall, when authorized by the Council, be authenticated in the name of the town by the Mayor; and the Seal of the town shall be affixed thereto and the same shall be attested by the Clerk of the Council.

**§ 3-2. Recording of legislation and minutes.**

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 proceeding of the Council as soon as passed or adopted. The Clerk of the Council shall record all other resolutions and minutes of proceedings of the Council in the current minute book, upon its passage or adoption.

**ARTICLE II  
Council Rules of Procedure****§ 3-3. Time and place of meetings. [Amended 11-20-2008]**

The Council shall meet in formal session at 6:00 p.m. on the second Thursday in each month in the Council Chambers or at such other time and place as the Council has determined from time to time.

**§ 3-4. Quorum.**

The majority of the members of the Council shall constitute a quorum. If a quorum fails to exist, the meeting shall stand adjourned to a time and place agreed upon by a majority of the members present.

**§ 3-5. Journal of proceedings; approval of minutes.**

The Clerk shall keep a journal of the Council's proceedings and shall read the minutes recorded in the journal at the next regular meeting of Council following each regular meeting and intervening special meetings, unless each member has previously been furnished a copy of such minutes. Council shall approve the minutes, which shall be signed by the person presiding when the previous meeting adjourned or, if he be not present, by the person presiding when presented.

ADMINISTRATION OF GOVERNMENT

**§ 3-6. Applicability of Robert's Rules of Order.**

The provisions of Robert's Rules of Order, revised, shall govern the Council and all committees of the town in its meetings, except insofar as such provisions are inconsistent with law.

ARTICLE III  
**Promotion of Public Safety; Rewards**  
**[adopted 7-13-07]**

**§ 3-7. Rewards for arrest of persons convicted of or charged with offenses; rewards for conviction or unknown offenders.**

(a) When any felony or misdemeanor has been committed, or there has been any attempt to commit a felony in the Town, the Mayor may offer and pay a reward for the arrest and final conviction of the person or persons who committed the felony or misdemeanor or attempted to commit the felony.

(b) In order to promote the purposes set forth in the subsection (a) above, the Town Council may from time to time appropriate funds to an account to be invested and held for such purposes and any person may donate funds to the Town to be used for such purposes. The Treasurer shall account for such funds as for all other funds held and managed for the Town.

(c) No officer or employee of the Town shall be eligible to receive any reward established pursuant to this section.

ARTICLE IV  
**Miscellaneous**  
**[adopted 5-10-12]**

**§3-8. Fee for Returned Checks**

If any check, draft or other means of payment tendered to the Town in the course of its duties is not paid by the financial institution on which it is drawn, because of insufficient funds in the account of the drawer, no account is in the name of the drawer, or the account of the drawer is closed, and the check, draft or other means of payment is returned to the Town unpaid, the amount thereof shall be charged to the person on whose account it was received, and his liability and that of his sureties shall be as if he had never offered any such payment. A penalty of \$35.00 or the amount of any costs, whichever is greater but not exceeding \$50.00, shall be added to such amount, and said penalty shall be in addition to any other penalty provided by law.

## ADMINISTRATION OF GOVERNMENT

**§3-9 Employee Monetary Bonuses [Added 6-22-17]**

The Town Council may provide in its annual budget and appropriations ordinance for payment of monetary bonuses to its officers and employees, other than the members of Town Council. The Town Administrator shall pay bonuses in accordance with the applicable provisions of the Town of Middleburg Employee Handbook.