



The Mayor and Commissioners
of the Town of Elkton

Resolution R5 - 2018

A RESOLUTION of the Mayor and Commissioners of the Town of Elkton (“Town”) amending the ***Order of Proceedings*** set forth in Chapter 2.04, Section 2.04.010, Code of the Town of Elkton.

WHEREAS, the Order of Proceedings of the Board of Commissioners (“Board”) is provided under Chapter 2.04, Section 2.04.010, Code of the Town of Elkton, which includes under Paragraph B of this section that the Board review and approve the financial report(s); authorize the payment of the bills, and approve amendments to the budget and other financial matters; and

WHEREAS, the *Rules of Procedure* of the Board are set forth under Chapter 2.04, Section 2.04.020, Code of the Town of Elkton, providing for the Board’s adoption of procedures as they determine are desirable to the Board, not inconsistent with the Charter of the Town of Elkton; and

WHEREAS, Article VIII – Finance Department, Section C8-1 – Powers and Duties of the Finance Department (“Department”), provide for, among other things, for the supervision and responsibility for the disbursement of all money and control over all expenditures, assuring that budget appropriations are not exceeded; and

WHEREAS, the Department receives all bills for payment by the Town and processes those bills for payment within the constraints of the budget and under the direct supervision of the Finance Director; and

WHEREAS, the Board has determined that bills submitted to the Town shall be processed for payment as they are received in order to ensure that payment is made within the period of time provided by vendors with whom the Town does business; and

NOW, THEREFORE, the Mayor and Commissioners, hereby amends the ***Order of Proceedings*** as hereinafter set forth:

Chapter 2.04
Board of Commissioners

Sections:

2.02.010 ***Order of Proceedings***

2.02.020 Rules of Procedure

Section 2.04.010 Order of Proceedings

The **Order of Proceedings** of the Board of Commissioners shall be as follows:

- A. Unless deferred for cause on motion, approval of the minutes of any preceding meetings then unapproved, upon reading thereof or upon prior advance delivery of a copy thereof to each member.
- B. Review and approval of financial report(s), including review of all bills paid by the Department, which shall provide a vendors list and description of goods and services purchased and paid for by the Town as of the date of the finance report.
- C. Administrator's report, including introduction of ordinances and/or resolutions.
- D. Public hearings and appointments before the Board.
- E. Miscellaneous business not included in any of the preceding orders.
- F. Closed meetings.

Section 2.04.020 Rules of Procedure

The Board of Commissioners may by resolution adopt such rules of procedure, not inconsistent with the Town's Charter or this section, as the Board may consider to be desirable.

End of Section

THIS RESOLUTION PASSED THIS 18TH DAY OF APRIL, 2018.

Mayor and Commissioners
of the Town of Elkton

Mayor Robert J. Alt
Commissioner Jean A. Broomell
Commissioner Charles H. Givens, Sr.
Commissioner Mary Jo Jablonski
Commissioner Earl M. Piner, Sr.