

# Exhibit A

## **Division 2 – Board Meetings and Procedures**

Sec. 2-2-110. - Board meetings.

- (a) Regular meetings. The Board of Trustees shall hold regular meetings on the first and third Mondays of each month at the hour of 7:00 p.m. or at such other hour as necessary; provided, however, that, when the day fixed for any regular meeting of the Board of Trustees falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day that is not a holiday. Regular meetings of the Board of Trustees may be immediately preceded by a public workshop or study session, beginning at 5:30 p.m. or at such other hour as necessary, at which the Board of Trustees may discuss certain matters of Town business but may not take formal action. Notwithstanding the foregoing, the Mayor with the consent of the Board of Trustees shall have the discretion to cancel the public workshop when deemed appropriate to do so. All regular meetings of the Board of Trustees will be held in the Town Hall or other designated place of the Town.
  
- (b) Special meetings. The Mayor, the Mayor Pro Tem if the Mayor is absent, or a majority of the Board of Trustees may call a special meeting of the Board of Trustees at any time upon notice to each Board member, either delivered personally or electronically, at least twenty-four (24) hours before the meeting. The notice shall state the date and hour of the meeting and the purpose for which such meeting is called, and no other business requiring formal action of the Board shall be transacted t, except as is stated in the notice. The Mayor, the Mayor Pro Tem if the Mayor is absent, or a majority of the Board of Trustees, may also call a special meeting for the purposes of a workshop pursuant to the notice requirements of this Subsection.

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Sec. 2-2-150. - Adoption of ordinances and resolutions.

- (a) No ordinance shall be passed finally on the date it is introduced, except ordinances calling for special elections or necessary to the immediate preservation of the public health or safety and containing the reasons making the same necessary in a separate section. In all other cases, an ordinance shall be introduced and read at one (1) regular or special meeting of the Board of Trustees and, if the ordinance is passed on the first reading, the ordinance shall be read and again voted upon at the next regular meeting of the Board of Trustees. If the ordinance receives the required vote on its second reading, the same shall be duly adopted. If the entire text of the proposed ordinance has been submitted to the Board of Trustees, only the title of the ordinance need to be read upon first or second reading.
- (b) Vote required. The affirmative vote of a majority of all members of the Board of Trustees shall be required for passage or adoption of all ordinances, all resolutions, and orders for the appropriation of money and all appointments of officers. The affirmative vote of three-fourths ( $\frac{3}{4}$ ) of the members of the Board, which shall be established as six (6) members, shall be required for passage or adoption of an ordinance as an emergency measure. Unless otherwise provided by state statute or ordinance, all other actions upon which a vote is taken shall require the concurrence of a majority of those present if a quorum exists. A roll call vote shall be taken on the adoption of every ordinance and every resolution authorizing the expenditure of money or the entering into of any contract.

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Sec. 2-2-170. - Matters referred to boards, commissions, committees, or subcommittees.

Any question pending before the Board of Trustees may be referred to an appropriate board, commission, committee, or subcommittee for its consideration and report. When a question has been referred, the board, commission, committee, or subcommittee shall provide regular updates and a written or oral report on such question with its recommendation at a meeting of the Board of Trustees after a recommendation has been determined.