

Sec. 5. - Office of the Mayor.

- (a) **Mayor and Chief Executive Officer.** The Mayor shall be the Chief Executive Officer of the Town. The Mayor shall be appointed by majority vote of the members of the Town Council at the next regular scheduled meeting following the general election and certification of the ballot, and immediately following the swearing in of any new Council members. The Mayor shall be responsible to the electorate for the administration of all Town affairs under this Charter, the ordinances of the Town, and applicable law.
- (b) **Qualification of Mayor.** The Mayor shall be an elector of the Town and shall have been a member of the Town Council for a period of no less than one year prior to appointment to the office, unless approved otherwise by a vote of four-fifths of its members. If the office of Mayor becomes vacant or is forfeited, the Town Council shall select a new Mayor to serve the unexpired portion of the then current term.
- (c) **Term of the Mayor.** The Mayor shall be appointed for a two year term and may be reelected subsequently.
- (d) **Removal of the Mayor.** The Town Council may, by supermajority vote, remove the Mayor at any regular or special Council meeting with or without cause. Upon removal of the Mayor the Town Council shall appoint another member of the Town Council to serve as Mayor for the unexpired portion of the then current term.
- (e) **Powers and Duties of the Mayor.** The Mayor shall have the following powers and duties:
  - (i) To be the head of Town government for all purposes, including but not limited to martial law, civil defense, service of process, execution of contracts, deeds and other legal documents.
  - (ii) To be the official spokesperson for the Town.
  - (iii) To take such action in emergency situations as the Mayor may deem necessary. The emergency powers of the Mayor shall not extend beyond the next meeting of the Town Council.
  - (iv) To investigate the condition of the Town and the Town's departments and offices.
  - (v) To call special meetings of the Town Council.
  - (vi) To establish the agenda for Town Council meetings.
  - (vii) To temporarily fill vacancies occurring among the executive officers of the Town.
  - (viii) To hire, appoint, suspend and remove all Town employees, including the executive officers of the Town. Any action taken by the Mayor under this sub-paragraph in respect to the executive officers of the Town shall be subject to the approval of the Town Council.
  - (ix) To direct and supervise the administration of all departments, offices and agencies of the Town.
  - (x) To attend and preside at all meetings of the Town Council, and the Mayor shall be a voting member of the Town Council.
  - (xi) To submit to the Town Council and make available to the public a complete report on the finances and administrative activities of the Town by December 1<sup>st</sup> of the same year. The Mayor shall provide other reports requested by the Town Council concerning the operations of the Town departments, offices and agencies subject to the Mayor's direction and supervision.
  - (xii) To keep the Town Council fully advised as to the financial condition and future needs of the Town and make such recommendations to the Town Council concerning the affairs of the Town.
  - (xiii) To perform such other duties as are specified in this Charter or as may be required by the Town Council.
- (f) **Mayor Pro Tempore; vacancies in office of Mayor.** The Town Council shall appoint from among its members a Mayor Pro Tempore. Appointment of the Mayor Pro Tempore shall be done at the Town Council's next regular scheduled meeting following a general election and certification of the ballot,

and immediately following the swearing in of any new Council members and the appointment of the Mayor. The Mayor Pro Tempore shall preside at meetings of the Town Council in the absence or temporary disability of the Mayor and shall have no administrative duties except as required to carry out the responsibilities therein. In the event that the Mayor dies, resigns, becomes permanently disabled, ceases to be qualified, or is removed from office, the Mayor Pro Tempore shall become interim Mayor with the full powers and duties of the Mayor as provided by this Charter and other law until the Town Council appoints a new Mayor.