



TOWN OF ST. JAMES  
Policy #2002-001

**POLICY ON ORGANIZATION AND OPERATING  
PROCEDURES OF THE TOWN COUNCIL**

FORM OF GOVERNANCE

In accordance with its charter, the Town of St. James has adopted the Council-Manager form of government.

DUTIES AND RESPONSIBILITIES

- Mayor

Under the Council-Manager form of governance, GS 160A-69 requires the mayor to preside at Council meetings. GS 160A-71 gives the mayor the power to call special meetings of the Council. GS 160A-67 confers on the mayor all powers and duties enumerated in the General Statutes as well as any other conferred on him/her by the Council. The mayor has an equal vote, along with the other Council, on all matters brought before the Council. The mayor will, with the concurrence of the other members of the Council, represent the Town at official functions and meetings held outside the Town.

- Council

Council participate in all meetings and workshops of the Council. Each member has one vote on all matters brought before the Council. Council may be assigned responsibility for specific programs/projects as agreed to by the other Council.

COUNCIL GOVERNANCE FUNCTIONS

In terms of the day-to-day governance of the Town, the Council carries out the following functions:

- Develop and implement policies for governance of the Town
- Establish goals and objectives
- Identify programs/projects
- Set priorities and schedules
- Provide resources for accomplishment of programs/projects
- Monitor program accomplishment, as well as any other issues of importance to the Town
- Issue timely reports to Town residents

### COUNCIL OPERATING PROCEDURES

- Any proposed action involving policy, major fund expenditures in excess of currently established limits, or which may have an impact outside the Town, should be thoroughly discussed and agreed to, by majority vote of the Town Council.
- No Council member may appear before a public body to make a statement regarding a Council position without the prior approval of the Council. The content of any such statement must be reviewed and approved by the Council.
- Any Council member who disagrees with a proposed action should make his/her position known to the other Council before any steps are taken to implement the proposed action.
- Any Council member who disagrees with a proposed action may call for a vote to determine if the proposed action should be implemented. A final decision will be based on a majority of Council voting.
- Any Council member who does not vote or does not express his/her position in a voice vote or roll call vote will have their vote recorded in the affirmative on the subject matter.
- If a vote is not requested regarding a proposed action, it will be assumed that all Council concur with the proposed action.
- Once a Council position has been established, in accordance with the above, Council should refrain from any public activity in opposition to that position while representing themselves as Town officials.
- None of the foregoing is intended to preclude a Council member from expressing his/her views in a public forum so long as it is made clear that the member is speaking as a private citizen, and not as a representative of the Council.

## PROGRAM ACCOMPLISHMENT

As noted previously, one of the principal functions of the Town Council is to identify programs/projects whose accomplishment would help to achieve the Town's goals. For each program, a Council member will be assigned by the Council to assume responsibility for implementing and following-through on actions to assure successful completion of that program. Once assigned responsibility for a given program, the designated Council member will prepare, and submit to the Council for approval, a preliminary program plan. This plan will include: a program description, a statement of objectives, a schedule of key actions, and an estimate of resources required. Once approved by the Council, the designated Council member will implement the plan, monitor the progress of implementation, and provide periodic status reports to the Council. Any proposed modifications to the plan must be submitted to the Council for approval.

Adopted this 1<sup>st</sup> day of May, 2002.

Amended on 1<sup>st</sup> day of October, 2002

Amended on 6<sup>th</sup> day of March, 2024.