

CHAPTER 2 MAYOR & COUNCIL

ARTICLE 2-1 COUNCIL

2-1-1	Elected Officers
2-1-2	Corporate Powers
2-1-3	Duties of Office (Ord 09-29)
2-1-4	Vacancies in Council (Ord 08-19)
2-1-5	Compensation (Ord 89-08/09-14)(Res 96-04/99-09)(Ord 11-10)(Ord 13-06)
2-1-6	Oath of Office
2-1-7	Bond
2-1-8	Financial Disclosure Statement
2-1-9	Absence of Council Members (Ord 08-17)
2-1-10	Qualification of Council Candidates (Ord 09-15)

Section 2-1-1 Elected Officers

The elected officers of the Town shall be seven Council Members, one of whom shall be designated as Mayor in accordance with Section 2-2-1. The Mayor and Council Members shall constitute the Council and shall continue in office until assumption of duties of office by their duly elected or appointed successors. Council Members shall serve four years overlapping terms in the manner provided by state statute.

Section 2-1-2 Corporate Powers

The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order or motion.

Section 2-1-3 Duties of Office (Ord 09-29)

Council Members shall assume the duties of office at the regularly scheduled Council meeting next following the date of the general election at which, or effective as of the date of which, the Council Members were elected. Mayor and Council Members will abide by the Quartzsite Town Council Procedure and Legal and Ethical Standards (Quartzsite Town Council Procedure Policy) of Conduct Manual.

Section 2-1-4 Vacancies in Council (Ord 08-19)

- A. The Council shall fill a vacancy that may occur by either of the following:
1. Appointment for the unexpired term.
 2. Appointment until the next regularly scheduled Council election if the vacancy occurs more than thirty days before the nomination petition deadline.

- B. The member appointed shall meet the qualifications established in A.R.S. § 9-232.

Section 2-1-5 Compensation (Ord 89-08/09-14)(Res 96-04/99-09)(Ord 11-10)(Ord 13-06)

- A. Compensation of the Town Code of Quartzsite sets forth that the compensation of elected officers may be fixed from time to time by resolution of Council. It is expressly understood that said increases shall be effected at the earliest possible date.

That monthly compensation stipend for the Mayor is hereby set at \$500.00 and the monthly compensation stipend for each Council Member is hereby set at \$400.00.

- B. That Council's monthly stipend be pro-rated on a daily basis for the month their seat is in question by election, to be paid one-half after each regularly scheduled Council Meeting for that month.

That if the Mayor or a Council Member leaves office prior to the last day of a month or takes office after the first day of the month, their compensation shall be prorated on a daily basis and they should be paid for only those days of the month which he or she serves.

- C. That each Council Member's monthly stipend payment shall be paid in installments of one-half after each regularly scheduled council meeting. Each payment shall be dependent and conditioned upon the Council Member's attendance either in person or telephonically at each regularly scheduled council meeting, unless such absence is excused by the Common Council

Section 2-1-6 Oath of Office

Immediately prior to assumption of the duties of office, each Council Member shall, in public, take and subscribe to the oath of office.

Section 2-1-7 Bond

Prior to taking office, every Council Member shall execute and file an official bond, enforceable against the principal and his sureties, conditioned on the due and faithful performance of his official duties, payable to the state and to and for the use and benefit of the Town or any person who may be injured or aggrieved by the wrongful act or default of such officer in his official capacity. A person so injured or aggrieved may bring suit on such bond under provisions identical to those contained in A.R.S. § 38-260. Bonds shall be in such sum as shall be provided by resolution, and the premium for such bonds shall be paid by the Town.

Section 2-1-8 Financial Disclosure Statement (Res 89-06)

The Mayor and each Council Member shall file by January 31 of each year a financial disclosure statement in a form and with such information as provided by resolution of the Council.

Section 2-1-9 Absence of Council Members (Ord 08-17)

A Council Member shall not absent himself/herself from the Town for a greater period than thirty days without the consent of the Council.

Section 2-1-10 Qualifications of Council Candidates (Ord 09-15)

- A. The Town Council shall judge the elections, qualifications, and returns of its members pursuant to A.R.S. § 9-234. Such qualifications shall not only include those contained within Title 16 of the Arizona Revised Statutes, but also any contained within this Quartzsite Town Code.
- B. The qualifications for eligibility of Mayor or Council candidates for election to these positions includes the requirement that no delinquent or fixed fines and penalties, user fees, permit fees, and sales tax be owed to the Town of Quartzsite at the time of declaration of candidacy.
- C. Council Members, candidates, and appointees for Town elected and appointed office shall be held to certain standards of conduct, which include compliance with all federal, state, and local laws, rules and regulations (i.e. to include, but not exclusive of, Arizona State standards of conduct for public officials, conflict of interest, open meetings laws, etc.).
- D. Failure to comply with this ordinance shall result in ineligibility of the candidate or elected official seeking re-election to be qualified to run or be appointed to Town office.
- E. Appointed official to Town offices of Manager, Attorney, Town Clerk, and Magistrate shall be held to the same standards and shall not be qualified to hold appointed positions.

ARTICLE 2-2 MAYOR

- 2-2-1 Direct Election of Mayor (Ord 91-05)
- 2-2-2 Vice Mayor
- 2-2-3 Acting Mayor
- 2-2-4 Powers and Duties of the Mayor (Ord 10-06)(Ord 11-10)
- 2-2-5 Absence of Mayor (Ord 7-19)
- 2-2-6 Failure to Sign Documents
- 2-2-7 Local Emergencies (Ord11-10)

Section 2-2-1 Direct Election of Mayor (Ord 91-05)

- A. Commencing with the primary and the general election of the Town in 1992, the Mayor shall be directly elected by the people by a majority vote of the qualified electors.

- B. The term of the Mayor shall be for four years.
- C. Any candidate who shall receive at the primary election, held by the Town, a majority of all votes cast for Mayor at such primary election, shall be declared to be elected to the office of Mayor effective as of the date of the general election for the Town and said candidate shall not be required to run for Mayor at the general election.
- D. A candidate cannot run for both Mayor and Council Member at the same election.
- E. Council Members who desire to run for Mayor must resign their position on the Council as of the day they submit their nomination papers, unless they are in the last year of their term.
- F. All other provisions of this code or Arizona Revised Statutes dealing with municipal elections are hereby declared to be applicable to the direct election of the Mayor for the Town.

Section 2-2-2 Vice Mayor

The Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during his absence or disability.

Section 2-2-3 Acting Mayor

In the absence or disability of both the Mayor and Vice Mayor, the Council may designate another of its members to serve as acting Mayor who shall have all the powers, duties and responsibilities of the Mayor during such absence or disability.

Section 2-2-4 Powers and Duties of the Mayor (Ord 10-06)(Ord 11-10)

- A. Preamble.

Pursuant to Arizona Revised Statutes, in addition to being a member of the Common Council, the Mayor is the Town's Chief Executive Officer. All authority in Town government ultimately resides with the Common Council of which the Mayor comprises one-seventh of its membership. Except as set forth in the Arizona Constitution and the Arizona Revised Statutes, the Mayor has no duties, responsibility or authority not delegated by the Council. This section sets forth the duties, responsibility and authority delegated by the Common Council to the Mayor.

- B. Prior Delegations Withdrawn.

Any delegation of duties, responsibility or authority expressed or implied by any

section of the Town of Quartzsite Code, the Zoning Ordinance or the Town of Quartzsite, Arizona, the Quartzsite Town Council Procedure Policy, the Town of Quartzsite Personnel Policy or any other resolution or ordinance passed before August 23, 2011 is hereby withdrawn.

C. Duties and Responsibility.

1. The Mayor shall execute the legislative agenda of the Common Council.
2. The Mayor shall sign all ordinances, resolutions and other enactments passed by a majority of the Common Council. The Mayor may note his non-concurrence with the majority, but may not refuse to sign any ordinance, resolution or enactment passed by a majority of the Common Council.
3. The Mayor shall perform any other duty specifically imposed by Arizona Revised Statutes.
4. The Mayor shall perform any other duty specifically imposed by any ordinance, resolution or other enactment passed by a majority of the Common Council after October 1, 2011.

D. Authority.

1. The Mayor shall have only such authority as expressed or implied by Arizona Revised Statutes.
2. The Mayor shall not have the authority to declare any emergency or to take unilateral action not specifically permitted or required by Arizona Revised Statutes on behalf of the Town or the Common Council.
3. The Mayor shall not make any statement in his or her capacity as Mayor without the express approval of a majority of the Common Council.
4. The Mayor shall not use Town letterhead in any correspondence without the express approval of a majority of the Common Council.
5. The Mayor shall not represent the Town before any other town, city, county, state or federal government or agency without the express approval of a majority of the Common Council.

E. Action in Excess of Delegation.

In addition to being subject to censure as set forth in Quartzsite Town Council Procedure Policy Section IX, if a majority of the Common Council determine that the Mayor has acted in excess the Common Council's delegation of duties, responsibilities or authority, the Common Council shall direct the Town Prosecutor to consider charging the Mayor with a civil violation under this

section, or the Town Prosecutor may, of his or her own volition, charge the Mayor with a civil violation under this section. If the Town Prosecutor brings such a charge and if the Town Magistrate determines by a preponderance of evidence that the Mayor has exceeded his or her delegated authority, the Magistrate shall impose a fine of not less than twenty (20) and not more than two thousand (2,000) dollars.

F. Failure to Perform.

In addition to being subject to censure as set forth in Quartzsite Town Council Procedure Policy Section IX, if a majority of the Common Council determine that the Mayor has failed to perform any duty or responsibility imposed on him or her by this section, any other ordinance, statute or law, the Common Council shall direct the Town Prosecutor to consider charging the Mayor with a civil violation under this section or a criminal charge of Nonfeasance in Public Office as defined by Arizona Revised Statutes, or the Town Prosecutor may, of his or her own volition, charge the Mayor with a civil violation under this section or a criminal charge of Nonfeasance in Public Office as defined by Arizona Revised Statutes. If the Town Prosecutor brings a civil charge and if the Town Magistrate determines by a preponderance of evidence that the Mayor has failed to perform as required by this section, the Magistrate shall impose a fine of not less than twenty (20) and not more than two thousand (2,000) dollars. If the Town Prosecutor brings a criminal charge of Nonfeasance in Public Office and the Town Magistrate finds the Mayor guilty, the Mayor shall be subject to the maximum criminal penalty available for such a violation. If the Town Prosecutor brings both a civil and a criminal charge and the Mayor is found responsible for the civil charge and guilty of the criminal charge, the Mayor shall be subject to both the criminal penalties and the civil fine, but if fines are imposed for the criminal offense, they shall offset any fines imposed for the civil offense.

Section 2-2-5 Absence of Mayor (Ord 07-19)

The Mayor shall not absent himself from the Town for a greater period than thirty (30) days without the consent of the Council.

Section 2-2-6 Failure to Sign Documents

The Mayor shall sign any ordinance, resolution, contract, warrant, demand or other document or instrument requiring the Mayor's signature within five calendar days from the date the Common Council took action requiring the Mayor's signature or from notification by the Town Manager or the Town Manager's designee that such document requires the Mayor's signature. Failure to sign any ordinance, resolution, contract, warrant, demand or other document or instrument requiring the Mayor's signature within five calendar days from the date the Common Council took action requiring the Mayor's signature or from notification by the Town Manager or the Town Manager's designee that such document requires the Mayor's signature shall constitute nonfeasance and shall be referred to the Town Prosecutor for possible criminal or civil prosecution or both

criminal and civil prosecution. If any ordinance, resolution, contract, warrant, demand or other document or instrument requiring the Mayor's signature remains unsigned after five calendar days from the date the Common Council took action requiring the Mayor's signature or from notification by the Town Manager or the Town Manager's designee that such document requires the Mayor's signature, the Vice-Mayor or if the Vice – Mayor is unavailable, any council member may sign such ordinance, resolution, contract warrant, demand or other document which when so signed shall have the same force and effect as if signed by the Mayor.

Section 2-2-7 Local Emergencies (Ord 11-10)

- A. The Common Council, by concurrence of any four of its members, may by proclamation declare an emergency or a local emergency to exist due to fire, conflagration, flood, earthquake, explosion, war, bombing, acts of the enemy or any other natural or man-made calamity or disaster or by reason of threats or occurrences of riots, routs, affrays or other acts of civil disobedience which endanger life or property within the Town.
- B. After an emergency is declared pursuant to subsection A, the Common Council shall, during such emergency, govern by proclamation and shall have the authority to impose all necessary regulations to preserve, the peace and order of the Town, including but not limited to:
 - 1. Imposition of curfews in all or portions of the Town.
 - 2. Ordering the closing of any business.
 - 3. Closing to public access any public building, street, or other public place.
 - 4. Calling upon regular or auxiliary law enforcement agencies and organizations within or without the Town for assistance.
 - 5. Requiring that Town offices remain open or remain closed.

ARTICLE 2-3 COUNCIL ELECTION

- 2-3-1 Primary Election
- 2-3-2 Non-Political Ballot
- 2-3-3 General Election Nomination
- 2-3-4 Election to Office
- 2-3-5 Candidate Financial Disclosure
- 2-3-6 Election Dates (Ord 93-10)(Ord 13-06)

Section 2-3-1 Primary Election

Any candidate who shall receive at the primary election a majority of all the votes cast

shall be declared to be elected to the office for which he is a candidate effective as of the date of the general election, and no further election shall be held as to said candidate; provided that if more candidates receive a majority than there are offices to be filled then those equal in number to the offices to be filled receiving the highest number of votes shall be declared elected.

Section 2-3-2 Non-Political Ballot

Nothing on the ballot in any election shall be indicative of the support of the candidate.

Section 2-3-3 General Election Nomination

If at any primary election held as above provided there be any office for which no candidate is elected, then as to such office, said election shall be considered to be a primary election for nomination of candidates for such office, and the second or general municipal election shall be held to vote for candidates to fill such office. Candidates to be placed on the ballot at the general municipal election shall be those not elected at the primary election and shall be equal in number to twice the number to be elected to any given office or less than that number if there be less than that number named on the primary election ballot. Persons who receive the highest number of votes for the respective offices at such first election shall be the only candidates at such second election, provided that if there be any person who, under the provisions of this article, would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes therefore, then all such persons receiving an equal number of votes shall likewise become candidates for such office.

Section 2-3-4 Election to Office

The candidates equal in number to the persons to be elected who receive the highest number of votes shall be declared elected.

Section 2-3-5 Candidate Financial Disclosure (Res 89-06)

Each candidate for the office of Council Member shall file a financial disclosure statement when such candidate files a nomination paper. The statement shall contain such information as required by resolution of the Council.

Section 2-3-6 Election Dates (Ord 93-10)(Ord 13-06)

The primary election shall be held on the date of the primary election of the State of Arizona. The general election shall be held on the date of the general election of the State of Arizona.

ARTICLE 2-4 COUNCIL PROCEDURE

- 2-4-1 Regular Meetings (Ord 14-02)
- 2-4-2 Special Meetings
- 2-4-3 Meetings to be Public
- 2-4-4 Quorum
- 2-4-5 Agenda (Ord 10-06)
- 2-4-6 Order of Business (Ord 92-06)(Ord 92-08)(Ord 02-06)(Ord 08-22)(Ord 10-18)
(Ord 13-01)(Ord 13-04)
- 2-4-7 Boards, Committees, and Commissions
- 2-4-8 Voting
- 2-4-9 Suspension of Rules

Section 2-4-1 Regular Meetings (Ord 89-05)(Ord 92-07)(Ord 02-05)(Ord 11-11)(Ord 14-02)

The Council Shall hold regular meetings on the second and fourth Tuesday of each month at 7:00 P.M., except when the day fixed for any regular meeting of the Common Council falls upon a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday unless otherwise noticed by the Town. All regular meetings of the Council shall be held at the location specified in the Notice of Meeting.

Section 2-4-2 Special Meetings (Ord 89-05)(Ord 11-11)

The Mayor may convene the Common Council at any time after giving twenty-four (24) hours notice of such meeting to Members of the Common Council and the general public. The agenda of any such meeting shall be subject to the approval of a majority of the Members of the Common Council and any special meeting called by the Mayor shall not proceed in the absence of a quorum and approval of one or more agenda items by a majority of the Common Council.

The Common Council may, upon written request of three of its number, convene a meeting thereof at any time after giving twenty-four (24) hours notice of such meeting to the Mayor and other Members of the Common Council and the general public. The agenda of any such meeting shall be subject to the approval of a majority of the Members of the Common Council and any special meeting called upon the written request of three Common Council Members shall not proceed in the absence of a quorum and approval of one or more agenda items by a majority of the common Council.

Section 2-4-3 Meetings to be Public

All proceedings of the Council shall be open to the public, except that upon approval by a majority vote of the Council, the Council may meet in a closed executive session pursuant to the provisions of state law. Notice of meetings shall be given in a manner consistent with state statutes.

Section 2-4-4 Quorum

A majority of the Council shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time and compel the attendance of absent members.

Section 2-4-5 Agenda (Ord 10-06)

Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an agenda, whichever is earlier, the Town Clerk shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be submitted to the Council, prepare an agenda according to the order of business and furnish each Council Member, the Mayor and the Town Attorney with a copy of the agenda and any material pertinent thereto. Any member of the Town Council may request that items be placed on the Town Council's agenda for consideration, discussion and legal action by submitting a written request to the Town Clerk's office prior to the deadline for the specified agenda. All communication should be addressed to Council as a whole and not to any individual member thereof.

Section 2-4-6 Order of Business (Ord 92-06)(Ord 92-08)(Ord 02-06)(Ord 08-22)(Ord 10-18)
(Ord 13-01)(Ord 13-04)

- **CALL TO ORDER** – The presiding officer shall remind persons present to turn off all cell phones.
- **INVOCATION** – The Invocation shall be given on a rotating basis by Clergy or a member of the public present at the Council meeting; or by holding a moment of silence.
- **PLEDGE OF ALLEGIANCE** – The Pledge shall be led by selected member of Council.
- **ROLL CALL OF THE COUNCIL**
- **PRESENTATIONS; PROCLAMATIONS**
- **CONSENT AGENDA** – Consent agenda items are generally non-discussion items. A Council Member may request an item to be removed from the consent agenda for discussion and a separate action on the item.
- **BUSINESS** – For items that include public comment, the item shall so state on the agenda. Public comments shall be limited to three (3) minutes per person. The Town Clerk shall maintain the clock. For each agenda item, the staff may explain the item or issue, followed by Council discussion, before the motion is made.
- **COMMUNICATIONS** - All announcements and reports must be pertinent to Town business, Town charitable or non-profit events and may not include commercial statements, political or personal news. All reports and announcements must be placed on the agenda.
- **COMMUNICATIONS FROM CITIZENS** (call to the public) – Members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. Each citizen is limited to three (3) minutes and must stand at the podium and state their name for the record. The clerk shall maintain the clock. Personal attacks, personal comments, political comments or commercial comments shall not be allowed. One person may not assign their time to another person. If there are several speakers on a particular matter, they should select a

person to make the presentation on their behalf. Citizens shall observe rules of propriety, decorum and good conduct. Profanity, threatening or personal attacks and slanderous remarks are not permitted. If such behavior does not cease at the request of the Mayor or a Council Member, the individual may be barred from further audience before the Council for the remainder of that meeting and the next general meeting unless permission is granted by a majority vote of the Council. Public officials and Town staff may respond to criticism or request staff to review a matter or place it on the agenda.

Section 2-4-7 Boards, Committees and Commissions (Ord 96-06)

The Mayor shall create such boards, committees and commissions, standing or special as deemed necessary. The Mayor and Council, by a simple majority at a properly noticed public meeting, have the right to appoint members thereto. Boards, committees and commissions shall perform such duties as the Mayor and Council prescribe.

Section 2-4-8 Voting

- A. The Mayor shall vote as a member of the Council.
- B. Upon the request of any member, the ayes and nays upon any question shall be taken and entered in the minutes.

Section 2-4-9 Suspension of Rules

Any provisions of this article may be temporarily suspended in connection with any matter under consideration by a recorded vote of three-fourths of the members present, except that this section shall not be construed to permit any action that is contrary to state statutes.

ARTICLE 2-5 ORDINANCES, RESOLUTIONS AND CONTRACTS

- 2-5-1 Prior Approval
- 2-5-2 Introduction
- 2-5-3 Reading of Proposed Ordinance (Ord 93-10)
- 2-5-4 Requirements for an Ordinance
- 2-5-5 Effective Date of Ordinances
- 2-5-6 Signatures Required
- 2-5-7 Publishing Required
- 2-5-8 Posting Required (Res 90-18)(Res 94-19)(Res 99-18)

Section 2-5-1 Prior Approval

All ordinances, resolutions and contracts documents shall, before presentation to the Council, have been reviewed as to form by the attorney and shall, when there are substantive matters of administration involved, be referred to the person who is charged with the administration of the matters. Such person shall have an opportunity to present

his comments, suggestions and objections, if any, prior to the passage of the ordinance, resolution or acceptance of the contract.

Section 2-5-2 Introduction

Ordinances, resolutions and other matters or subjects requiring action by the Council shall be introduced and sponsored by a member of the Council, except that the attorney, the manager or the clerk may present ordinances, resolutions and other matters or subjects to the Council, and any member of the Council may assume sponsorship thereof by moving that such ordinance, resolution, matter or subject be adopted; otherwise, they shall not be considered.

Section 2-5-3 Reading of Proposed Ordinance (Ord 93-10)

All Ordinances shall have at least one reading. This reading may be by title only, if the Council is in possession of printed copies of said ordinance. Upon the request of any member of the Council, the ordinance shall be read in full.

Section 2-5-4 Requirements for an Ordinance

Each ordinance should have but one subject, the nature of which is clearly expressed in the title. Whenever possible, each ordinance shall be introduced as an amendment to this code or to an existing ordinance, and, in such case, the title of the sections to be amended shall be included in the ordinance.

Section 2-5-5 Effective Date of Ordinances

No ordinance, resolution or franchise shall become operative until thirty days after its passage by the Council and approval by the Mayor, except measures necessary for the immediate preservation of the peace, health or safety of the Town, but such an emergency measure shall not become immediately operative unless it states in a separate section the reason why it is necessary that it should become immediately operative, and unless it is approved by the affirmative vote of three-fourths of all the members elected to the Council, taken by ayes and nays and approved by the Mayor.

Section 2-5-6 Signatures Required

Every ordinance passed by the Council shall, before it becomes effective, be signed by the Mayor and attested by the clerk.

Section 2-5-7 Publishing Required

Only such orders, resolutions, motions, regulations or proceedings of the Council shall be published as may be required by state statutes or expressly ordered by the Council.

Section 2-5-8 Posting Required (Res 90-18)(Res 94-19)(Res 99-18)

Every ordinance imposing any penalty, fine, forfeiture or other punishment shall, after passage, be posted by the clerk in three or more public places within the Town and an affidavit of the person who posted the ordinance shall be filed in the office of the clerk as proof of posting.

ARTICLE 2-6 INITIATIVE AND REFERENDUM (Ord 90-20) (Ord 13-06)

- 2-6-1 Power Reserved; Time of Election (Ord 13-06)
- 2-6-2 Number of Signatures
- 2-6-3 Time of Filing
- 2-6-4 Sample Ballots and Publicity Pamphlets

Section 2-6-1 Power Reserved; Time of Election (Ord 13-06)

There is reserved to the qualified electors of the Town the power of the initiative and the referendum as prescribed by the state constitution. When a referendum or initiative election is required to be placed on the ballot, the Council shall do so at the next regularly scheduled state primary or general election. Alternatively, the Council may, at its discretion, call a special election to be held on any date authorized by A.R.S. Section 16-204 to place a referendum or initiative election on the ballot.

Section 2-6-2 Number of Signatures

- A. The total number of registered voters qualified to vote at the last municipal election, whether regular or special, immediately preceding the date upon which any initiative petition is filed shall be the basis upon which the number of qualified electors of the Town required to file an initiative petition shall be computed.
- B. The basis upon which the number of qualified electors of the Town required to file a referendum petition shall be as determined by state law.

Section 2-6-3 Time of Filing

- A. Initiative petitions shall be filed at least 120 days prior to the election at which they are to be voted upon.
- B. Referendum petitions shall be filed within thirty days of the adoption of the ordinance or resolution. If the Town Clerk is unable to provide petitioners with a copy of the ordinance or resolution at the time of application for an official number or on the same business day of the application, the thirty day period shall be calculated from the date such ordinance or resolution is available.

Section 2-6-4 Sample Ballots and Publicity Pamphlets

The following procedures relating to sample ballots and publicity pamphlets are hereby adopted for conducting elections at which an initiative or referendum is to be voted upon:

- A. A publicity pamphlet, containing the entire text of the official ballots, shall be mailed by the Town Clerk to each household within the Town in which a registered voter resides, not less than ten days prior to the election to which the sample ballot pertains.
 - B. The pamphlet shall contain the proposition as it will appear on the ballot together with a summary of each proposition. Each summary shall be followed by any arguments supporting the proposition followed by any arguments opposing the proposition.
 - C. Arguments supporting and opposing the proposition appearing on the ballot shall be filed with the office of the Town Clerk by 5:00 p.m. not less than sixty days prior to the election at which the propositions are to be voted upon. Arguments supporting or opposing propositions appearing on the ballot shall meet the following requirements.
 - 1. Arguments must relate to the proposition proposed by initiative or referred by referendum which will appear on the ballot.
 - 2. Arguments must identify the proposition to which they refer and indicate whether the argument is in support of or in opposition to the proposition.
 - 3. Arguments may not exceed three hundred words in length.
 - 4. Arguments must be signed by the person or persons who submit them. Arguments submitted by organizations shall be signed on behalf of the organization by an officer of the organization authorized to take such action. All persons signing documents shall indicate their residence or post office address.
- 1. No person or organization shall submit more than one argument for each proposition to be voted upon.
 - 2. Each argument shall be accompanied by a deposit in the amount of \$100.00 to offset proportional costs of printing. This requirement shall not be waived on any account.