

TITLE 2
ADMINISTRATION OF GOVERNMENT
CHAPTER 10
TOWN COUNCIL

Sections:

2-10-100	Corporate Seal
2-10-110	Regular Meetings
2-10-120	Special Meetings
2-10-130	Agenda
2-10-140	Call To Order
2-10-150	Roll Call
2-10-160	Quorum
2-10-170	Order of Business
2-10-180	Meetings Open To Public
2-10-190	Decorum
2-10-200	Silence Constitutes Affirmative Vote
2-10-210	Adjournment

2-10-100. Corporate Seal. A seal, the impression of which shall be in circular form, bearing the words, "Town of Big Piney, Sublette County, Wyoming," on the outer edge, and the words, "Incorporated July 5, 1913, Seal" in the center shall be adopted and declared to be the seal of the Town of Big Piney, Wyoming. (Ord. 101, §1-601, 1972; Ord. 14, 1935; Ord. 13, 1913)

2-10-110. Regular Meetings. The Town Council shall hold regular meetings on the first Tuesday of each month, at 7:30 o'clock p.m., provided, however, that when the day fixed for any regular meeting of the Town council falls upon a day designated by law as a legal or national holiday, such meeting shall be continued until the next following Tuesday. All meetings shall be held at the Town Hall in and for the Town of Big Piney, Wyoming. (Ord. 83-H-2, 1983; Ord. 16, §2, 1928)

2-10-120. Special Meetings. The Mayor shall call special meetings of the Town Council whenever, in his opinion, public business may require it, or at the express written request of any two members of the Council. Whenever a special meeting shall be called, each member of the Town Council shall be so notified, either in person or by notice left at his place of residence. Said notice shall state the date and hour of the meeting, the purpose for which such meeting is called, and no business shall be transacted thereat except such as is stated in the notice. (Ord. 101, §1-302, 1972)

2-10-130. Agenda. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council shall be delivered at least five

hours prior to each Council meeting to the Town Clerk, whereupon said Clerk shall immediately arrange a list of such matters according to the order of business and furnish each member of the council, the Mayor, and City Attorney with a copy of the same, as far in advance of the meeting as time for preparation will permit. (Ord. 101, §1-303, 1972)

2-10-140. Call to Order. The Mayor, or in his absence, the acting Mayor, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor or acting Mayor, the Town Clerk shall call the Council to order, whereupon a temporary chairman shall be elected by the members of the Council present. Upon the arrival of the Mayor or acting Mayor, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. (Ord. 101, §1-304, 1972)

2-10-150. Roll Call. Before proceeding with the business of the Council, the Town Clerk shall call the roll of the members and the names of those present shall be entered in the minutes. (Ord. 101, §1-305, 1972)

2-10-160. Quorum. A majority of the duly elected town councilmen shall constitute a quorum at any regular or special meeting of the Town Council. In the absence of a quorum, the presiding officer shall postpone the meeting to a date certain in the near future. (Ord. 101, §1-306, 1972)

2-10-170. Order of Business. The business of the Council shall be taken up for consideration and disposition in the following order:

- (a) roll call
 - (b) approval of minutes of previous meeting
 - (c) petitions, remonstrances and communications
 - (d) introduction and adoption of resolutions and ordinances
 - (e) report of officers, boards, committees
 - (f) unfinished business
 - (g) new business
 - (h) miscellaneous
 - (I) appropriations
 - (j) adjournment
- (Ord. 101, §1-307, 1972)

2-10-180. Meetings Open To Public. All meetings of the Town Council shall be open to the public. (Ord. 101, §1-308, 1972)

2-10-190. Decorum. Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council shall be forthwith, by the presiding officer, barred from further audience before the Council unless permission to continue be granted by majority vote of the Council. (Ord. 101, §1-309, 1972)

2-10-200. Silence Constitutes Affirmative Vote. Unless a member of the council states that he is not voting, his silence shall be recorded as an affirmative vote. (Ord. 101, §1-310, 1972)

2-10-210. Adjournment. A motion to adjourn shall always be in order and may be decided without debate. In absence of such motion, the presiding officer may declare the meeting to be adjourned when there is no further business to come before the body. (Ord. 101, §1-311, 1972)

TITLE 2
ADMINISTRATION OF GOVERNMENT

CHAPTER 15

MAYOR

Sections:

2-15-100	Mayor as Chief Executive
2-15-110	Mayor To Appoint Administrative Officers
2-15-120	Budget Report
2-15-130	Powers of Mayor
2-15-140	Mayor To Preside At Town Council Meetings
2-15-150	Voting Power of Mayor
2-15-160	Mayor May Call Out Inhabitants
2-15-170	Signature of Contracts

2-15-100. Mayor as Chief Executive. The Mayor shall be the chief executive and administrative officer of the Town government, shall enforce the laws of the Town, and require the faithful performance of all administrative duties. (Ord. 101, §1-201, 1972)

2-15-110. Mayor to Appoint Administrative Officers. It shall be the duty of the Mayor to appoint with the approval and consent of the Town Council, competent, qualified officers and employees to administer to the needs of the Town. The Mayor shall have the power to dismiss, suspend and discipline all such officers and employees under his control, except that dismissal and suspension shall require the prior approval and consent of the Town Council. Approval and consent provided by the Town Council pursuant to this section shall require a two-thirds majority vote. (Ord. 94-1, 1994; Ord. 101, §1-202, 1972)

2-15-120. Budget Report. The Mayor shall assemble estimates of the financial needs and resources of the Town of Big Piney for each ensuing year, and shall prepare a program of activities within the financial power of the Town, embodying the same in budget document with proper supporting schedules and analysis. The complete report shall then be annually presented to the Town Council. (Ord. 101, §1-203, 1972)

2-15-130. Powers of Mayor. As chief executive, the Mayor shall have the following powers:

(a) The Mayor shall have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of administrative agencies or town officers subject to his authority, and he shall have the power to revoke, suspend or amend any rule or regulation of an administrative agency by whomever prescribed.

(b) The Mayor shall have the power to set aside any action taken by a town official and may supersede him in the functions of his office.

(c) The Mayor shall have the power to direct any department, division or bureau to perform the work for any other department, division or bureau.

(d) The Mayor shall have the power to designate such committees and the officers thereof as he shall find necessary for the proper consideration of administrative problems. Such committees shall meet at the request of the Mayor and shall make such recommendations on matters referred to them as they shall find necessary for the best interest of the Town.

(e) The Mayor shall have all other powers provided in the statutes of the State of Wyoming pertaining to towns. (Ord. 101, §1-204, 1972)

2-15-140. Mayor to Preside At Town Council Meetings. It shall be the duty of the Mayor to preside at all meetings of the Town Council, but in case of his absence, one of the Town Council shall be chosen to act as Mayor Pro Tem. (Ord. 101, §1-205, 1972)

2-15-150. Voting Power of Mayor. The Mayor shall have one vote, and no more, upon all questions coming before the Council. (Ord. 101, §1-206, 1972)

2-15-160. Mayor May Call Out Inhabitants. The Mayor shall have the power when necessary to call upon any or all male inhabitants of the Town between the ages of 18 years and 50 years to aid in enforcing the laws and ordinances. (Ord. 101, §1-207, 1972)

2-15-170. Signature of Contracts. The Mayor shall sign all contracts, commissions, leases, bonds, ordinances, and other writings on behalf of the Town Council or as required by law. (Ord. 101, §1-208, 1972)

TITLE 2
ADMINISTRATION OF GOVERNMENT
CHAPTER 20
APPOINTIVE OFFICERS

Sections:

2-20-100	Town Clerk
2-20-110	Duties of Town Clerk
2-20-120	Town Treasurer
2-20-130	Duties of Town Treasurer
2-20-140	Bond
2-20-150	Town Marshal
2-20-160	Town Attorney
2-20-170	Duties of Town Attorney
2-20-180	Other Officers
2-20-190	Compensation
2-20-200	Mileage and Per Diem

2-20-100. Town Clerk. The Mayor, with the consent and approval of the Town council, shall appoint a Town Clerk, who shall hold office for the term of two years, or until a successor is appointed and qualified. (Ord. 101, §1-501, 1972)

2-20-110. Duties of Town Clerk. It shall be the duty of the Town Clerk to keep the Corporate Seal, papers and books belonging to the Town of Big Piney, to attend the meetings of the Town Council, to keep a journal of all their proceedings, and to keep a record of all ordinances passed by the Town Council. The journal and the record, after approval of the same, shall be signed by the Mayor and attested by the Clerk. The Town Clerk shall attest all warrants, bonds and licenses issued in pursuance to the orders and ordinances of the Town Council, affix the Corporate Seal thereto, and keep an account in a suitable book under appropriate headings of all warrants drawn on the treasury and an account of all licenses issued, showing the date and amount thereof. The Town Clerk shall likewise perform such other duties as may from time to time be delegated to him by the Town Council or the Mayor. (Ord. 101, §1-502, 1094; Ord. 13, §1, 1935; Ord. 12, 1927; Ord. 12, 1913)

2-20-120. Town Treasurer. The Mayor, with the approval and consent of the Town Council, shall appoint a Town Treasurer to act for a term of two years, or until a successor is duly appointed and qualified. (Ord. 101, §1-503, 1972)

2-20-130. Duties of Town Treasurer. The Treasurer shall, upon payment of all orders, immediately cancel the same and preserve the invoices, statement of all monies received and expended accompanied by all receipts and disbursements during the year. He

shall pay no money from the Town Treasury except upon warrants regularly issued by the Town Clerk, bearing the Town seal, and signed by the Mayor. (Ord. 101, §1-504, 1972; Ord. 13, §2, 1935)

2-20-140. Bond. The Town Treasurer shall give a bond in the penal sum of \$1,000.00 for the faithful performance of his duties with sufficient surety to be approved by the Mayor. (Ord. 101, §1-505, 1972; Ord. 13, §2, 1935; Ord. 5, 1927; Ord. 5, §2, 1913)

2-20-150. Town Marshal. The Mayor, with the approval of the Town Council, shall appoint a Town Marshal who shall be charged with the duty of maintaining public peace and safety in the Town of Big Piney. Deputy Marshals may also be appointed when such services are deemed necessary by the Mayor or Town Council. (Ord. 101, §1-506, 1972)

2-20-160. Town Attorney. The Mayor, with the approval of the Town Council shall appoint a Town Attorney to act for the term of one year. (Ord. 101, §1-507, 1972)

2-20-170. Duties of Town Attorney. The Town Attorney shall at all times act to protect the interests of the Town, advise the Town council when requested, prepare revised ordinances, render opinions upon any legal matter or question submitted to him by the Council or Mayor, attend all Council meetings, prepare all contracts and legal instruments to which the Town is a party, and prepare when authorized by the Council, all charges and complaints against, and shall appear in the appropriate Court in the prosecution of every person charged with a violation of a town ordinance of this Town. (Ord. 89-7, 1989; Ord. 101, §1-508, 1972)

2-20-180. Other Officers. The Mayor, with the approval of the Town Council, may appoint from time to time such other administrative officers as may be required to serve the needs of the Town. The duties and powers of such officers may be prescribed by the Mayor at the time of appointment. (Ord. 101, §1-509, 1972)

2-20-190. Compensation. Such salaries, commissions, fees, retainers or wages as would reasonably compensate an appointive officer for services rendered or duties performed, shall be determined and set by the Mayor, with approval of the Town Council, and paid in the same manner as the satisfaction of any other claim against the Town of Big Piney. (Ord. 101, §1-510, 1972)

2-20-200. Mileage and Per Diem. Town employees who are authorized and/or directed to use their own vehicles in the course of Town business will be reimbursed, on a monthly basis, at a rate prescribed by the United States Internal Revenue Department, upon completion and submission of a voucher. Lodging and meal reimbursement shall be for a just and reasonable expenses as determined by the Mayor and Town Council. (Ord. 91-1, 1991)

TITLE 2
ADMINISTRATION OF GOVERNMENT
CHAPTER 25
NON-DISCRIMINATION

Sections:

2-25-100	Policy
2-25-110	Implementation
2-25-120	Job Advertisements
2-25-130	Compensation
2-25-140	Promotion and Employee Development

2-25-100. Policy. It is the policy of the Town of Big Piney that all employees will be selected on the basis of their qualifications and without consideration to age, sex, color, creed, religion or national origin. Applicants for employment that have physical handicaps will be given equal consideration with other applications where their physical handicaps do not represent an unreasonable barrier to the satisfactory performance of the required duties. (Ord. 84-H-7, §1-701, 1972)

2-25-110. Implementation. All personnel responsible for recruiting and employment will continue to review regularly the implementation of this policy and relevant practices to assure that equal employment opportunity based on reasonable performance related job requirements is being actively observed, to the end that no employee or applicant for employment will suffer discrimination because of age, sex, race, color, creed, religion, national origin or physical handicap. (Ord. 84-H-7, §1-702, 1972)

2-25-120. Job Advertisements. Employment advertisements will contain assurances of equal employment opportunity and will comply with federal and state statutes regarding discrimination in employment matters based on age, sex, race, color, creed, religion, national origin or physical handicap. (Ord. 84-H-7, §1-703, 1972)

2-25-130. Compensation. The policy of the Town is to pay compensation which is competitive with local rates for the work performed, so that compensation does not create a barrier to their recruitment of minority applicants. Opportunities for performing overtime work or otherwise increasing compensation will be afforded to all qualified employees without discrimination based on age, sex, race, color, creed, religion, national origin or physical handicap. It is the policy of the Town to pay all employees on the basis of job classification, experience and ability. (Ord. 84-H-7, §1-704, 1972)

2-25-140. Promotion and Employee Development. Candidates for promotion will be chosen on the basis of existence of forecasted job openings, on their qualifications and on their work records without regard to age, sex, race, color, creed, religion, national

origin or physical handicap. Performance appraisals and records for all personnel including minority groups will be carefully examined when openings for high level positions occur. (Ord. 84-H-7, §1-705, 1972)

TITLE 2

ADMINISTRATION OF GOVERNMENT

CHAPTER 30

GRIEVANCES

Sections:

2-30-100 Access Grievance Procedure

2-30-110 Grievance Procedure

2-30-100. Access Grievance Procedure. Any handicapped person with a grievance concerning alleged discrimination in reference to access or admission to facilities, services or programs that are the responsibility of the Town of Big Piney may present said grievance in the following manner:

(a) To the Mayor of the Town of Big Piney, the Mayor being the person appointed as coordinator of all efforts to comply with Section 51.55 of the General Revenue Regulations, Revenue Sharing Act (31 U.S.C. 6716).

(b) If the Mayor does not resolve the complaint to the satisfaction of the complainant within ten (10) working days, the Mayor along with the person bringing the complaint, will present the problem to the Town Council of the Town of Big Piney at the next regular scheduled meeting.

(c) If the decision of the Town Council does not satisfy the grievance, then the Revenue Sharing Auditor will be asked by the Town council to review the complaint in light of Section 51.55 (h) 1-2-3-4, Revenue Sharing Act (31 U.S.C. 6716).

(d) The auditor's decision, which can include advice from the Office of Revenue Sharing, will be binding. (Ord. 84-H-8, 1972)

2-30-110. Grievance Procedure. Any employee with a grievance concerning his or her employment with the Town of Big Piney, including but not limited to alleged discrimination based on age, sex, race, color, creed, religion, national origin or handicapped status, may present said grievance in the following manner:

(a) To his or her immediate supervisor.

(b) If the immediate supervisor does not resolve the complaint to the satisfaction of the complainant within ten working days, the immediate supervisor along with the person bringing the complaint will present the problem to the Mayor of Big Piney.

(c) If the Mayor does not resolve the complaint to the satisfaction of the complainant within ten working days, the Mayor along with the person bringing the complaint, will present the problem to the Town Council of the Town of Big Piney at the next regular scheduled meeting.

(d) The decision of the Town Council shall be the final determination of the employee's grievance. (Ord. 84-H-9, 1972)

TITLE 2

ADMINISTRATION OF GOVERNMENT

CHAPTER 35

CREATION OF CIVIL DEFENSE ORGANIZATION

Sections:

2-35-100	Creation of Organization
2-35-110	Definitions
2-35-120	Civil Defense Council Membership
2-35-130	Civil Defense Council, Powers and Duties
2-35-140	Director of Civil Defense, Power and Duties
2-35-150	Power of Director in Case of Disaster
2-35-160	Civil Defense Organization
2-35-170	Functions of the Civil Defense Organization
2-35-180	Punishment of Violations

2-35-100. Creation of Organization. There is hereby created within the Town of Big Piney, Wyoming, with jurisdiction throughout said Town, an organization to provide for the coordination of the civil defense and disaster functions of said Town and all other public agencies and affected private persons, corporations and organizations. Any expenditure made in connection with such civil defense and disaster activities, including mutual aid activities and mock or practice drills, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the Town of Big Piney, Wyoming. (Ord. 101, §10-101, 1972; Ord. 84, §1, 1966)

2-35-110. Definitions.

(a) As used in this ordinance, the term "civil defense" shall mean the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disasters. It shall not include nor does any provision of this Chapter apply to any conditions relating to a labor controversy.

(b) As used in this ordinance, the term "disaster" shall mean actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, earthquake or other similar calamity. (Ord. 101, §10-102, 1972; Ord. 84, §2, 1966)

2-35-120. Civil Defense Council Membership. The Big Piney Defense Council is hereby created and shall consist of the Town Council and Mayor who shall be the Chairman. The Council shall elect one of its members vice chairman. (Ord. 101, §10-103, 1972; Ord. 84, §3, 1966)

2-35-130. Civil Defense Council, Powers and Duties. It shall be the duty of the Big Piney Defense Council, and it is hereby empowered, to review and recommend for

adoption, civil defense and mutual aid plans and agreements and such resolutions for adoption, civil defense and mutual aid plans and agreements and such resolutions and rules and regulations as are necessary to implement such plans and agreements. The Civil Defense Council shall meet upon call of the Chairman and in his absence the Vice Chairman. (Ord. 101. §10-104, 1972; Ord. 84, §4, 1966)

2-35-140. Director of Civil Defense, Power and Duties. There is hereby created the office of Director of Civil Defense. The Civil Defense Council shall recommend a person for such office to be appointed by the Mayor. The Director is hereby empowered and directed:

(a) To prepare a civil defense operating plan for the Town conforming to the State Civil Defense Plan and Program, and integration with the civil defense organization of Sublette, Wyoming, and enrollment of persons to assist therein.

(b) To control and direct the effort of the civil defense organization of this Town for the accomplishment of the purposes of this ordinance.

(c) To direct coordination and cooperation between divisions, services and staff of the civil defense organization of this Town, and to resolve questions of authority and responsibility that may arise between them.

(d) To represent the civil defense organization of this Town in all deals with public or private agencies pertaining to civil defense or disaster. (Ord. 101, §10-105, 1972; Ord. 84, §5, 1966)

2-35-150. Powers of Director in Case of Disaster. In the event of disaster as herein provided, the Director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided however, such rules and regulations must be confirmed at the earliest practicable time by the Civil Defense Council.

(b) To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people, and bind the Town for the fair value thereof, and if required immediately, to commandeer the same for public use.

(c) To require emergency services of any Town Officer or employee, in the event of a proclamation by the Governor of the existence of a disaster, to command the aid of as many citizens of this community as he considers necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered civil defense workers.

(d) To execute all of the special powers conferred upon him by this Chapter or by resolution adopted pursuant thereto, all powers conferred upon him by statute, agreement approved by the Civil Defense Council, or by any other lawful authority.

(e) To requisition necessary personnel or material of any Town department or agency. (Ord. 101, §10-106, 1972; Ord. 84, §6, 1966)

2-35-160. Civil Defense Organization. All Town Officers and employees of this Town, together with those volunteer forces enrolled to aid them during a disaster, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of sections 2-35-150(c) of this Chapter,

charged with duties incident to the protection of life and property in this Town during disaster, shall constitute the Civil Defense Organization of the Town of Big Piney. (Ord. 101, §10-107, 1972; Ord. 84, §7, 1966)

2-35-170. Functions of the Civil Defense Organization. The functions and duties of the Big Piney Civil Defense Organization shall be distributed among such divisions, services and special staff as the Civil Defense Council shall prescribe. The Civil Defense Council shall concurrently with the adoption of this Chapter, prescribe the form of organization, establishment and designation of divisions and services, the assignment of functions, duties and powers, the designation of officers and employees. Insofar as possible, the form of organization, titles and terminology shall conform to the recommendations of the Office of Civil Defense and the Wyoming Civil Defense Agency. (Ord. 101, §10-108, 1972; Ord. 84, §8, 1966)

2-35-180. Punishment of Violations. During any disaster as herein defined and declared in the Town of Big Piney, no person shall:

(a) Willfully obstruct, hinder or delay any member of the Civil Defense Organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon him by virtue of this Chapter.

(b) Do any act forbidden by any lawful rules or regulations issued pursuant to this Chapter, if such act is of such a nature as to give, or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this Town, or to prevent, hinder or delay the defense or protection thereof.

(c) Wear, carry or display without authority, any means of identification specified by the office of Civil Defense or the Wyoming Civil Defense Agency.

(d) Any person found guilty of violating this act shall be deemed guilty of a misdemeanor and punished by a fine of not exceeding \$100.00 to which may be added imprisonment of not more than 30 days, or both. (Ord. 101, §10-109, 1972; Ord. 84, §9, 1966)

TITLE 2
ADMINISTRATION OF GOVERNMENT
CHAPTER 40
OFFICIAL LANGUAGE

Sections:

2-40-100 Official Language

2-40-100. Official Language.

(a) English is the official language of the Town of Big Piney, Wyoming. All town business shall be transacted, conducted and administered in the English Language.

(b) This section shall not apply to matters coming before the municipal court where justice so requires. (Ord. 6-20, 2006)