

meeting. Said date established shall be in the form of an ordinance duly passed by the Village Board and shall designate the time and place of said regular meeting and said meeting time and place shall be enforced until changed by a new ordinance designating a new meeting time and place for the regular meeting. A special Board meeting may be called by the Chairman or any two members of the Village Board and upon said call of the special meeting the Village Clerk shall forthwith cause notice to be placed in three public buildings for at least twenty-four hours prior to said meeting. Robert's Rules of Order shall be the code of parliamentary law for the government of all meetings of the Board.

SECTION 15 APPOINTMENT OF COMMITTEES

The Board of Trustees may appoint such committees as may be necessary from time to time which committees shall serve at the pleasure of the Board of Trustees and such committee appointments when made shall be in writing pursuant to the terms set forth by the Board of Trustees in creation of said committee.

SECTION 16 WARRANTS; INTEREST

All warrants or orders issued by the proper authorities of the Village shall draw interest from and after the date of presentation for payment at the rate of 5% per annum, and all warrants and all orders hereafter issued by said Village shall have endorsed thereon the following words: "This Warrant shall draw interest at the rate of 5% per annum from and after the date of its presentation for payment."

SECTION 17 AUDIT

The Village Board shall cause an audit of the Village accounts to be made by an independent and qualified accountant once every year beginning with the year 1971. Such audit shall be completed and the audit report for the one year period shall be made within six months after the close of the yearly audit period. At least three copies of said audit report shall be signed and attested by the accountant with two copies being filed with the Clerk and one copy being filed with the Auditor of Public Accounts at the State Capitol Building, Lincoln, Nebraska. The audit report filed

together with any accompanying document or comments or explanations shall become a part of the public records of the Clerk of the Village and shall at all times hereafter be open and subject to public inspection.

SECTION 18 CLAIMS PROCEDURE

All claims against the Village must be presented to the Trustees in writing, with a full account of the items and no claim or demand shall be audited or allowed unless presented as provided herein.

SECTION 19 CLAIMS ALLOWANCE PAYMENT

Upon the allowance of claims by the Trustees the order for their payment shall specify the particular fund or appropriation out of which they are payable as specified in the annual appropriations bill and no order or warrant shall be drawn in excess of 85 per cent of the current levy for the purpose for which it is drawn unless there shall be sufficient money in the treasury at the credit of the proper fund for its payment.

SECTION 20 CONTRACT PROCEDURE

Before the Village Board of Trustees shall make any contract for any labor, except personal services, or for materials, work, building or improvements, which exceed five thousand dollars in cost, an estimate of the cost shall be made by the Village Engineer and submitted to the Board of Trustees and no contract shall be entered into for any work or improvement exceeding five thousand dollars unless advertising for bids. On contracts entered into in excess of five thousand dollars an advertisement for bids shall be made three consecutive weeks in a legal newspaper published in or of general circulation in the Village. Provided, that in the case of a public emergency resulting from infectious or contagious diseases, destructive windstorms, floods, snow, or pressing necessity or unforeseen need calling for immediate action or remedy to prevent a serious loss of or serious injury or damage to life, health, or property, or war, estimates of cost and advertising for bids may be waived in the emergency ordinance when adopted by a three-fourths vote of the Board of Trustees.

SECTION 21 CORPORATE SEAL

There shall be owned by the Village of Craig, Nebraska, and kept in the office of the Village Clerk, a common seal of the corporation, having engraved thereon the words: "Village of Craig, Nebraska: Seal". The Village Clerk shall affix an impression of said seal on all papers or documents executed by him in his official capacity.

SECTION 22 REPEAL OF PRIOR ORDINANCES

All ordinances and parts of ordinances passed and approved prior to the passage and approval of this ordinance and in conflict therewith are hereby repealed.

SECTION 23 WHEN OPERATIVE

This ordinance shall take effect and be in force from and after its passage, approval and publication.

Passed and approved the 14th day of September, 1971.

Chairman
VIVIAN E. CARLSON

Attest:
CLIFFORD A. NELSON
Village Clerk
(SEAL)

