

TITLE I - POLICY AND ADMINISTRATION

ARTICLE 2 OFFICERS AND EMPLOYEES

1-2.1 OATHS. The oath of office shall be required and administered in accordance with the following:

1. Quality of office. All elected officers and the following appointed officers shall qualify for office by taking the prescribed oath:

- A. City Clerk
- B. Assistant City Clerk
- C. Peace Officer

2. Prescribed Oath. The prescribed oath is : "I, (name, do solemnly swear that I will support the constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my ability, discharge all duties of the office, of (name of office) in Salem as now or hereafter required by law."

3. Officers Empowered to Administer Oaths. The following are empowered to administer oaths and to take affirmations in any matter pertaining to the business of their respective office:

- A. The Mayor
- B. The Clerk
- C. Members of all boards, commissions or bodies created by law

1-2.2 BONDS. Surety bonds shall be provided in accordance with the following:

1. Required. The council shall provide by resolution for a surety bond running to the city and covering the mayor, clerk treasurer and such other officers and employees as may be necessary and advisable.

2. Surety. Any association or incorporation which does the business of insuring the fidelity of others, and which has authority by law to do business in this state, shall be accepted as surety upon any bonds required.

3. Bonds Approved. Bonds shall be approved by the council.

4. Bonds Filed. All bonds, after approval and proper record shall be filed with the clerk.

5. Record. The clerk shall keep a book, to be known as the "Record of Official Bond" in which shall be recorded the official bonds of all city officers, elective and appointive.

1-2.3 DUTIES: GENERAL. Each municipal officer shall exercise the powers and perform the duties prescribed by law and city code, or as otherwise directed by the council unless contrary to state law or city charter.

1-2.4 BOOKS AND RECORDS. All books and records required to be kept by law or ordinance shall be open to inspection by the public upon request.

1-2.5 TRANSFER TO SUCCESSOR. Each officer shall transfer to his successor in office all books, paper, records, documents and property in his custody and appertaining to his office.

1-2.6 RESIGNATIONS. An elective officer who wishes to resign may do so by submitting his resignation in writing to the clerk so that it shall be properly recorded and considered.

A person who resigns from an elective office is not eligible for appointment to the same office during the time for which he was elected if during that time, the compensation of the office has been increased.

x 1-2.7 REMOVAL OF APPOINTED OFFICERS. Except as otherwise provided by state or city law, all persons appointed to the city office may be removed by the officer or body making the appointment, but every such removal shall be by written order. The order shall give the reasons, be filed in the office of the clerk, and a copy shall be sent by certified mail to the person removed who, upon mailing the copy, shall be granted a public hearing before the council on all issues connected with the removal. The hearing shall be held within thirty days of the date of the request is filed, unless the person removed requests a later date.

1-2.8 VACANCY IN AN ELECTIVE CITY OFFICE. A vacancy in an elective city office shall be filled pursuant to the provisions of the Code of Iowa which are in effect at the time said vacancy occurs or if no such provision, then pursuant to Section 372.13(2) of the 1985 Code of Iowa.

(Ordinance No. 1985-5, Passed August 6, 1985.)