

**LITTLETON, NORTH CAROLINA  
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# **THE CHARTER OF THE TOWN OF LITTLETON**

## **ARTICLE I. INCORPORATION, CORPORATE POWERS AND BOUNDARIES**

### **Section 1.1. Incorporation.**

The Town of Littleton, North Carolina in Halifax County and the inhabitants thereof shall continue to be a municipal body politic and corporate, under the name of the "Town of Littleton," hereinafter at times referred to as the "Town."

### **Section 1.2. Powers.**

The Town shall have and may exercise all of the powers, duties, rights, privileges and immunities conferred upon the Town of Littleton specifically by this Charter or upon municipal corporations by general law. The term "general law" is employed herein as defined in G.S. 160A-1.

### **Section 1.3. Corporate Limits.**

The corporate limits shall be those existing at the time of ratification of this Charter, as set forth on the official map of the Town and as they may be altered from time to time in accordance with law. An official map of the Town, showing the current municipal boundaries, shall be maintained permanently in the office of the Town Clerk and shall be available for public inspection. Upon alteration of the corporate limits pursuant to law, the appropriate changes to the official map shall be made and copies shall be filed in the office of the Secretary of State, the Halifax County Register of Deeds and the appropriate board of elections.

## **ARTICLE II. GOVERNING BODY**

### **Section 2.1. Town Governing Body; Composition.**

The Board of Commissioners, hereinafter referred to as the "Board," and the Mayor shall be the governing body of the Town.

**Section 2.2. Town Board of Commissioners; Composition; Terms of Office.**

The Board shall be composed of five members, to be elected by all the qualified voters of the Town, for staggered terms of four years or until their successors are elected and qualified.

**Section 2.3. Mayor; Term of Office; Duties.**

The Mayor shall be elected by all the qualified voters of the Town for a term of four years or until his or her successor is elected and qualified. The Mayor shall be the official head of the Town government and preside at meetings of the Board, shall have the right to vote only when there is an equal division on any question or matter before the Board, and shall exercise the powers and duties conferred by law or as directed by the Board.

**Section 2.4. Mayor Pro Tempore.**

The Board shall elect one of its members as Mayor Pro Tempore to perform the duties of the Mayor during his or her absence or disability, in accordance with general law. The Mayor Pro Tempore shall serve in such capacity at the pleasure of the Board.

**Section 2.5. Meetings.**

In accordance with general law, the Board shall establish a suitable time and place for its regular meetings. Special and emergency meetings may be held as provided by general law.

**Section 2.6. Quorum; Voting.**

Official actions of the Board and all votes shall be taken in accordance with the applicable provisions of general law, particularly G.S. 160A-75. The quorum provisions of G.S. 160A-74 shall apply.

**Section 2.7. Compensation; Qualifications for Office; Vacancies.**

The compensation and qualifications of the Mayor and Commissioners shall be in accordance with general law. Vacancies that occur in any elective office of the Town shall be filled by majority vote of the remaining members of the Board and shall be filled for the remainder of the unexpired term, despite the contrary provisions of G.S. 160A-63.

### **ARTICLE III. ELECTIONS**

#### **Section 3.1. Regular Municipal Elections.**

Regular municipal elections shall be held in each odd-numbered year in accordance with the uniform municipal election laws of North Carolina. Elections shall be conducted on a nonpartisan basis and the results determined using the nonpartisan plurality method as provided in G.S. 163-292.

#### **Section 3.2. Election of Mayor.**

A Mayor shall be elected in the regular municipal election in 2001 and each four years thereafter.

#### **Section 3.3. Election of Commissioners.**

In the regular municipal election in 1999, the three candidates for Commissioner who receive the highest number of votes shall be elected for four-year terms, while the two candidates who receive the next highest number of votes shall be elected for two-year terms. In the regular municipal election in 2001, and quadrennially thereafter, two Commissioners shall be elected to four-year terms in those positions whose terms are then expiring. In the regular municipal election in 2003, and quadrennially thereafter, three Commissioners shall be elected to four-year terms in those positions whose terms are then expiring.

#### **Section 3.4. Special Elections and Referenda.**

Special elections and referenda may be held only as provided by general law or applicable local acts of the General Assembly.

### **ARTICLE IV. ORGANIZATION AND ADMINISTRATION**

#### **Section 4.1. Form of Government.**

The Town shall operate under the mayor-council form of government, in accordance with G.S. Chapter 160A, Article 7, Part 3.

**Section 4.2. Town Attorney.**

The Board shall appoint a Town Attorney licensed to practice law in North Carolina. It shall be the duty of the Town Attorney to represent the Town, advise Town officials and perform other duties required by law or as the Board may direct.

**Section 4.3. Town Clerk.**

The Board shall appoint a Town Clerk to keep a journal of the proceedings of the Board, to maintain official records and documents, to give notice of meetings, and to perform such other duties required by law or as the Board may direct.

**Section 4.4. Tax Collector.**

The Town shall have a Tax Collector to collect all taxes owed to the Town and perform those duties specified in G.S. 105-350 and such other duties as prescribed by law or assigned by the Board.

**Section 4.5. Other Administrative Officers and Employees.**

The Board may authorize other positions to be filled by appointment and may organize the Town government as deemed appropriate, subject to the requirements of general law.