



CHAPTER 2: ADMINISTRATION

ARTICLE 11: TOWN ATTORNEY

2-11-1 Appointment 51

2-11-2 Oath and Bond 51

2-11-3 Duties 51



See Ord. #35-2009 Adopted October 12, 2009

CHAPTER 2: ADMINISTRATION

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2-11-1 Appointment

The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified Attorney at Law as the Town Attorney. In case a vacancy should occur in the office of Town Attorney, the Board shall appoint a Town Attorney for the unexpired term. (C.R.S. 31-4-304, 1973)

2-11-2 Oath and Bond

Before entering upon the duties of the office, the Town Attorney shall take an oath or affirmation that he will faithfully perform the duties of his office.

2-11-3 Duties

The Town Attorney shall perform the following duties:

- (A) He shall act as legal advisor to, and be attorney and counsel for the Mayor and the Board of Trustees and shall be responsible solely to them. He shall advise any officer or department head of the Town in matters relating to his official duties when so requested by the Board and shall file with the Town Clerk a written copy of all opinions given by him.
- (B) He shall prosecute violations of this Code. He shall conduct for the Town, cases in Municipal Court. He shall file with the Clerk copies of such records and files relating thereto.
- (C) He shall prepare or review all Ordinances, Contracts, Bonds and other written instruments which are submitted to him by the Board and shall promptly give his opinion as to the legal consequences thereof.
- (D) He shall call to the attention of the Board all matters of law, and changes or developments therein, affecting the Town.
- (E) He shall perform such other duties as may be prescribed for him by the Board and shall execute the process of the Mayor.