

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF COMMISSIONERS.
2. MAYOR.
3. CITY MANAGER.
4. RECORDER.
5. CODE OF ETHICS.
6. POLICIES.

CHAPTER 1

BOARD OF COMMISSIONERS

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Ordinance procedure.

1-101. Time and place of regular meetings. The board of commissioners shall hold regular monthly meetings at 6:00 P.M. on the second Thursday of each month at the Whitwell City Hall. (1994 Code, § 1-101, as amended by Ord. #327, July 2016)

1-102. Order of business. At each meeting of the board of commissioners, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor;
- (2) Roll call by the recorder;

¹Charter reference

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical, and gas inspectors: title 12.
 Electricity and gas: title 19.
 Fire department: title 7.
 Wastewater treatment: title 18.
 Zoning: title 14.

- (3) Reading of minutes of the previous meeting by the recorder, and approval or correction;
- (4) Communications from the city manager;
- (5) Reports from committees, members of the board of commissioners, and other officers;
- (6) Old business;
- (7) New business;
- (8) Grievances from citizens; and
- (9) Adjournment. (1994 Code, § 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in *Robert's Rules of Order, Newly Revised*, shall govern the transaction of business by and before the board of commissioners at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1994 Code, § 1-103)

1-104. Ordinance procedure. (1) Every ordinance shall be read on three (3) different days in open session before its adoption and not less than one (1) week shall elapse between first and third readings, and any ordinance not so read shall be null and void.

An ordinance shall not take effect until fifteen (15) days thereof, except in case of an emergency ordinance. An emergency ordinance may become effective upon the day of its final passage, provided it shall contain the statement that an emergency exists and shall specify with distinctness the facts and reasons constituting such an emergency.

The unanimous vote of all members of the board present shall be required to pass an emergency ordinance.

No ordinance making a grant, renewal, or extension of a franchise or other special privilege, or regulating the rate to be charged for its service by any public utility shall ever be passed as an emergency ordinance. No ordinance shall be amended except by a new ordinance.

(2) Every ordinance shall be immediately taken charge of by the recorder and by him numbered, copied in an ordinance book, filed and preserved in his office.

(3) All ordinances of a penal nature passed shall be published at least once in the official newspaper of the city or county, and no such ordinance shall be in force until it is published.¹ (1994 Code, § 1-104)

¹Charter reference

Ordinance procedures: §§ 6-2026, 6-2028, 6-2029.

CHAPTER 2**MAYOR**¹**SECTION**

1-201. Duties and powers.

1-201. Duties and powers. The mayor shall preside at all meetings of the board of commissioners, sign the journal of the board and all ordinances on their final passage, execute all deeds, bonds, and contracts made in the name of the city, and perform all acts that may be required of him by the charter, and any ordinances duly enacted by the board of commissioners, consistent with the charter. (1994 Code, § 1-201)

¹Charter reference

For general charter provisions dealing with the election and duties of the mayor and vice mayor, see chapter 20, of the Whitwell Charter.

CHAPTER 3**CITY MANAGER**¹**SECTION**

1-301. Duties and powers.

1-301. Duties and powers. The city manager shall be the chief administrative officer of the city and shall exercise such authority and control over law and ordinance violations, departments, officers and employees, and city purchases and expenditures as the charter prescribes, and shall perform all other duties required of him pursuant to the charter. (1994 Code, § 1-301)

¹Charter reference

Appointment and removal of the city manager: Chapter 21.

CHAPTER 4**RECORDER¹****SECTION**

1-401. To keep minutes, etc.

1-402. To perform general administrative duties, etc.

1-401. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book. (1994 Code, § 1-401)

1-402. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of commissioners, the city manager, and for the city which are assigned to him. The recorder shall also have custody of, and be responsible for, maintaining all corporate bonds, records, and papers of the city. (1994 Code, § 1-402)

¹Charter references

Duties and powers of the recorder: § 6-2201.

Recorder may also serve as the treasurer: § 6-2220.

CHAPTER 5

CODE OF ETHICS

SECTION

1-501. Adoption.

1-501. Adoption. The City of Whitwell does hereby adopt the Code of Ethics¹ as developed by MTAS, a copy of which is attached to the ordinance codified herein, which shall be the Code of Ethics for the City of Whitwell. (Ord. #264, July 2007)

¹The Code of Ethics for the City of Whitwell (and any amendments) is available in the office of the recorder.

CHAPTER 6**POLICIES****SECTION**

1-601. Record management policy.

1-601. Record management policy.¹ The City of Whitwell does hereby adopt the MTAS record management policy, which is attached to the ordinance codified herein as Exhibit "A" to direct the officials of the City of Whitwell as to the management policy for the various records held by the City of Whitwell, Tennessee. (Ord. #283, July 2011)

¹The records management policy (and any amendments) is available in the office of the recorder.