

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. RECORDER.
3. TOWN MANAGER.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Procedures for accessing and copying public records.
- 1-105. City hall closed on election day.

1-101. Time and place of regular meetings. (1) The Board of Mayor and Aldermen of the Town of Bluff City, Tennessee shall hold the regular monthly meeting on the second Thursday of each month at 7:00 P.M. Eastern Standard Time at the Bluff City Town Hall unless notification of an alternate meeting place is given.

¹Charter references

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.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Bond required: art. VI, § 3.

Powers: art. III, § 4.

Removal from office: art. III, § 10.

Term of office: art. III, § 1.

Vacancy in office: art. III, § 6.

(2) If any of the meeting dates mentioned in (1) hereinabove falls on a holiday recognized by the Town of Bluff City, Tennessee the regularly scheduled meeting will not be held. The holidays recognized by the Town of Bluff City are as follows:

- (a) New Year's Day.
- (b) Martin Luther King Birthday.
- (c) Memorial Day.
- (d) Independence Day.
- (e) Labor Day.
- (f) Good Friday.
- (g) Veterans Day.
- (h) Thanksgiving (2 days).
- (i) Christmas (2 days). (Ord #97-001, March 1997, as amended by Ord. #2008-003, April 2008)

1-102. Order of business. At each meeting of the board of mayor and aldermen, 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 city recorder.
- (3) Prayer and Pledge of Allegiance.
- (4) Approval of the minutes of the previous meeting and any specially called meeting(s).
- (5) Citizens' comments - first section.
- (6) Consideration of ordinances and resolutions.
- (7) Communications from the mayor.
- (8) Reports from designated aldermen, city officials and county commissioners.
- (9) Old business.
- (10) New business.
- (11) Citizens' comments - second section.
- (12) Adjournment.

The procedure for the first and second sections of citizens' comments shall be as follows:

- (a) Upon recognition by the chair, the person wishing to speak shall stand and state their:
 - (i) Name;
 - (ii) Address; and,
 - (iii) The subject upon which they wish to speak.
- (b) Each person shall be allotted a maximum time of three minutes per section to express their views.
- (c) The city recorder shall serve as the official time keeper.
- (d) The procedure used herein above shall apply to special called meetings as well as regular monthly board meetings.

(1980 Code, § 1-102, as amended by Ord. #91-039, Sept. 1991, Ord. #93-007, Sept. 1993, Ord. #96-003, April 1996, and Ord. #2011-015, Aug. 2011)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, 1990 (9th) Edition, shall govern the transaction of business by and before the board of mayor and aldermen 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. (1980 Code, § 1-103, modified)

1-104. Procedures for accessing and copying public records.

(1) Consistent with the Public Records Act of Tennessee, personnel of the Town of Buff City shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.

(2) Employees of the Town of Bluff City shall protect the integrity and organization of public records with respect to the manner in which the records must be performed under the supervision of employees of the town. All copying of public records must be performed by employees of the town.

(3) In order to prevent excessive disruptions of the work of employees of the town, and disruptions of the essential functions and duties of such employees, persons requesting inspection and/or copying of public records shall complete a records request form to be furnished by the town. Persons requesting access to open public records shall describe such records with particularity, so the records may be located and copied by employees.

(4) When voluminous records are requested in writing using the designated form, the person requesting such access shall make an appointment with the city recorder or her designee of the department holding such records. Appointments for inspection of records shall be for no longer than two (2) hours in one day per request. If further inspection is needed by the requesting party, another appointment may be scheduled. The purpose of this policy is to prevent monopolization of working hours of town employees, and interference with their work duties. Employees shall make every effort to schedule appointments and copying of records so as to provide full access to the requesting party.

(5) If the requested records are in the custody of another town department, they shall be delivered to the administrative offices when a request is made.

(6) Persons may further request that copies be made of open public records. The charge for such copies shall be fifteen cents (\$0.15) per page for black and white and fifty cents (\$0.50) per page for color. Payment of such copying fees are due when the copies are received by the requesting party. If voluminous copies are requested, the town reserves the right to take seven (7) working days to prepare such copies pursuant to a written request. No open public records may be removed from the town offices for the purpose of copying.

(7) If the public records requested are frail due to age or other conditions, and copying of such record will cause damage to the original records, the requesting party may be required to make an appointment for inspection as provided in subsection (4). (as added by Ord. #2008-005, June 2008, and amended by Ord. #2008-015, Feb. 2009)

1-105. City hall closed on election day. City hall shall be closed for business on any election day that the Bluff City Hall is used as a voting precinct. (as added by Ord. #2012-005, April 2012)

CHAPTER 2**RECORDER¹****SECTION**

1-201. To be bonded.

1-202. To charge for copies of records, etc.

1-201. To be bonded. The recorder shall be bonded in the sum of twenty-five thousand dollars (25,000.00) with a surety company authorized to do business in Tennessee as surety before assuming the duties of his office. (1980 Code, § 1-201)

1-202. To charge for copies of records, etc. When the recorder provides copies of records, papers, and documents in his office, he shall charge therefor a fee of ten cents (\$.10) per page. (1980 Code, § 1-202)

¹Charter reference: art. X.

CHAPTER 3**TOWN MANAGER**¹**SECTION**

1-301. Maximum expenditure for town.

1-301. Maximum expenditure for town. The maximum expenditure which the Town Manager of the Town of Bluff City, Tennessee can make without specific authorization of the board of mayor and aldermen shall be \$2,500.00. (Ord. #96-004, April 1996)

¹Charter reference: art. VII.