

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

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

#### CHAPTER 1

### BOARD OF MAYOR AND ALDERMEN<sup>2</sup>

#### SECTION

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

**1-101. Time and place of regular meetings.** The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. on the second Tuesday of each month at the city hall. (1982 Code, § 1-101)

**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 recorder.
- (3) Reading of minutes of the previous meeting by the recorder, and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the board of mayor and aldermen, and other officers.

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<sup>1</sup>Charter references

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

Municipal code references

Fire department: title 7.

Wastewater treatment: title 18.

<sup>2</sup>Charter reference

Board of mayor and aldermen: art. II.

- (7) Old business.
- (8) New business.
- (9) Adjournment. (1982 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, 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. (1982 Code, § 1-103, modified)

**CHAPTER 2****MAYOR<sup>1</sup>****SECTION**

1-201. Generally supervises town's affairs.

1-202. Executes town's contracts.

**1-201. Generally supervises town's affairs.** The mayor shall have general supervision of all town affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1982 Code, § 1-201)

**1-202. Executes town's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen, except that the mayor may designate the town recorder to execute contracts in his stead. (1982 Code, § 1-202, modified)

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<sup>1</sup>Charter references

Administrative duties of mayor: § 3.02.

Appointment, removal, etc. of employees: § 3.08.

Bond: § 3.11.

Fiscal administration: §§ 4.02, 4.05, 4.06, and 4.09.

## CHAPTER 3

### RECORDER<sup>1</sup>

#### SECTION

- 1-301. To be bonded.
- 1-302. To keep ordinance book.
- 1-303. To perform general administrative duties, etc.
- 1-304. To charge for copies of official records.
- 1-305. To be certified.

**1-301. To be bonded.** The recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the board of mayor and aldermen. (1982 Code, § 1-301)

**1-302. To keep ordinance book.** The recorder shall keep the original copy of all ordinances in a separate ordinance book. (1982 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the board of mayor and aldermen and for the town which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. The recorder shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the town shall provide. (1982 Code, § 1-303)

**1-304. To charge for copies of official records.** The recorder shall charge a fee of twenty-five cents (.25) per page for copies of official records. (1982 Code, § 1-304)

**1-305. To be certified.** The Town of Bruceton adopts by reference the requirements of Public Acts 1994, Chapter 648,<sup>2</sup> which permits municipalities in Tennessee by ordinance to require that its recorder or clerk obtain certification as required by that act. (Ord. #94-11, June 1994, modified)

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<sup>1</sup>Charter reference

Appointment and duties of recorder: § 3.04.

<sup>2</sup>Municipal code reference

Public Acts 1994, Chapter 648, is included as an attachment to Ord. #94-11, and is available in the office of the recorder.