

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. CITY CLERK.

CHAPTER 1

CITY COUNCIL²

SECTION

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

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings at 7:00 P.M. on the 4th Tuesday of each month at the City Hall. (1974 Code, § 1-101, modified)

1-102. Order of business. At each meeting of the city council, 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 clerk.

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

City council: art. II.

- (3) Reading of minutes of the previous meeting by the city clerk, and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the city council, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1974 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 city council 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. (1974 Code, § 1-103, modified)

1-104. Salaries. (1) Mayor. The salary for the Mayor of the City of Charlotte, Tennessee shall be \$100.00 per month.

(2) City council. The salary for the office of City Councilman for the City of Charlotte, Tennessee shall be \$50.00 per month. (Ord. #85-2, May 1985, modified)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1974 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the city council. (1974 Code, § 1-202)

¹Charter references

Election of mayor and councilmen: art. II, § 2.01.

Mayor as presiding officer: art. II, § 2.04.

Vacancy in office of mayor or councilman: art. II, § 2.06.

Administrative duties of mayor: art. III, § 3.02.

Mayor to submit annual budget: art. IV, § 4.02.

CHAPTER 3

CITY CLERK¹

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-301. To be bonded. The city clerk shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the city council. (1974, Code, § 1-301)

1-302. To keep minutes, etc. The city clerk shall keep the minutes of all meetings of the city council and shall preserve the original copy of all ordinances in a separate ordinance book. (1974 Code, § 1-302)

1-303. To perform general administrative duties, etc. The city clerk shall perform all administrative duties for the city council and for the city which are not assigned by the charter, this code, or the city council to another corporate officer. The city clerk shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers. (1974 Code, § 1-303)

¹Charter references
City clerk: art. III, § 2.08.