

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER AND TREASURER.
4. CITY ATTORNEY.

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. Procedure and form in passage of ordinances.

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 third Monday of each month at the city hall. (1977 Code, § 1-101, modified)

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.

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 inspector: title 12.
 Fire department: title 7.
 Utilities: titles 18 and 19.
 Wastewater treatment: title 18.
 Zoning: title 14.

²Charter references

Compensation: § 2.02.
 Oath of office: § 2.01.
 Qualifications: § 2.01.
 Vacancy in office: § 2.05.

- (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.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1977 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 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. (1977 Code, § 1-103, modified)

1-104. Procedure and form in passage of ordinances. All ordinances shall be in writing and begin "Be it ordained by the Board of Mayor and Aldermen of the City of Copperhill, Tennessee as follows:" Such ordinances shall be passed by a majority vote of the members present upon two (2) separate and distinct readings. (1977 Code, § 1-104, modified)

CHAPTER 2**MAYOR¹****SECTION**

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

1-201. Generally supervises city's affairs. The mayor shall preside at all board meetings, have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1977 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts authorized by the board of mayor and aldermen. (1977 Code, § 1-202)

¹Charter references

Bond required: § 3.10.

Compensation: § 2.02.

Duties: §§ 2.03 and 3.01.

Oath of office: § 2.01.

Qualifications: § 2.01.

Vacancy in office: § 2.05.

CHAPTER 3

RECORDER AND TREASURER¹

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 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. (1977 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of mayor and aldermen and shall preserve the original copy of all ordinances in a separate ordinance book. (1977 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 city which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the board of mayor and aldermen shall provide. (1977 Code, § 1-303)

¹Charter references

Bond required: § 3.10.

Compensation: § 3.06.

Duties: § 3.02.

CHAPTER 4**CITY ATTORNEY**¹**SECTION**

1-401. Duties.

1-401. Duties. It shall be the duty of the city attorney to represent the corporation in all suits in which it may be engaged or concerned in any of the courts of the city or state; to give legal advice and written opinions to any of the officers of the city in such matters as touch the interests of the corporation, when requested to do so by the board, or by the mayor, and to perform such other services as are incident to the office; and he shall attend all meetings of the board when requested so to do, by the mayor. (1977 Code, § 1-1002)

¹Charter references

Compensation: § 3.06.

Duties: § 3.03.

Qualifications: § 3.03.