

## 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><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

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

<sup>2</sup>Charter references

For charter provisions related to the board of mayor and aldermen, see Tennessee Code Annotated, title 6, chapter 1 through 3. For specific charter provisions on the following subjects related to the board of mayor and aldermen, see the sections indicated.

Conflicts of interest: 6-2-402.

Compensation: 6-2-401.

Election: 6-1-401.

Oath: 6-1-401.

Ordinance procedure

Publication: 6-2-102.

Readings: 6-2-402.

Residence requirement: 6-1-402.

Restrictions on expenditures: 6-2-301 through 6-2-303.

Taxation: 6-2-301.

Terms of office: 6-1-403.

Vacancies in office: 6-1-405.

Vice Mayor: 6-1-405.

## SECTION

1-101. Time and place of regular meetings.

1-102. Order of business.

1-103. General rules of order.

1-104. Procedure governing passage of resolutions and ordinances.

1-105. Election and term of office.

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 6:30 P.M. on the first Tuesday of each month at the city hall. (1988 Code, sec. 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.
  - (7) Old business.
  - (8) New business.
  - (9) Adjournment.
- (1988 Code, sec. 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, 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. (1988 Code, sec. 1-103)

1-104. Procedure governing passage of resolutions and ordinances.

(1) Resolutions and ordinances defined. (a) Ordinances are general laws to be applied alike to all persons, circumstances, and relationships coming under the jurisdiction of the City of Crab Orchard.

(b) Resolutions are those matters of business which may be brought before the board of mayor and aldermen of an administrative nature having a "one-time" effect and not having the effect of a general law. Example: Resolutions would cover such matters as salaries or bonuses for employees, purchase of office equipment or furnishings, further study of a proposal that might become a general law.

A resolution shall take effect upon its being clearly stated for the record and upon its approval by a majority vote of the board of mayor and aldermen.

(2) An ordinance shall become law and take effect and remain in effect from the date of its passage. Passage of an ordinance shall be by yeas and nays of a majority of the board of mayor and aldermen on each reading.<sup>1</sup> (1988 Code, sec. 1-104)

1-105. Election and term of office. (1) Pursuant to the Tennessee Code Annotated, § 6-1-401 (g) (2), commencing in 1990, the date for the regular municipal elections in the Town of Crab Orchard shall be the date of the "regular November election" as defined in the Tennessee Code Annotated, § 2-1-104 (24) (currently the first Tuesday, after the first Monday in November in every even-number year).

(2) The term of office for the current aldermen will be extended until the regular (November, 1990), election, pursuant to Tennessee Code Annotated, § 6-1-401 (2) (A).

(3) The term for which the aldermen serve will be extended from its present term of two years to a term of four years, beginning with the November, 1990 election.

(4) Beginning with the September, 1991, election, the term of office for mayor will be extended from a term of two years to a term ending on the regular November, 1994, election. Thereafter, (beginning with the election in November, 1994), the term of office for mayor will be four years. (as added by Ord. #090-2, June 1990)

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<sup>1</sup>Charter references

Ordinance procedure: 6-2-305.

Ordinance publication requirement: 6-2-102.

## CHAPTER 2

MAYOR<sup>1</sup>

## SECTION

- 1-201. Generally supervises city's affairs.  
1-202. Executes city's contracts.  
1-203. Compensation.

1-201. Generally supervises city's affairs. The mayor shall 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. (1988 Code, sec. 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1988 Code, sec. 1-202)

1-203. Compensation. The Mayor of the City of Crab Orchard will receive compensation in the amount of \$1250.00 a month; the yearly compensation total is \$15,000.00, for holding the position of mayor...elected or appointed. The compensation is for his/her time, efforts, and hard work for the City of Crab Orchard, Tennessee. (as added by Ord. #06-01, June 2001)

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<sup>1</sup>Charter references

For charter provisions related to the mayor, see Tennessee Code Annotated, Title 6, Chapters 1 through 3. For specific charter provisions on the following subject related to the mayor, see the section indicated:

- Conflicts of interest: 6-2-401.
- Compensation: 6-2-401.
- Election: 6-1-401.
- Oath: 6-1-404.
- Powers and duties: 6-1-406.
- Residence requirements: 6-1-402.
- Term of office: 6-1-403.
- Vacancy in office: 6-1-405.

## CHAPTER 3

RECORDER<sup>1</sup>

## 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. (1988 Code, sec. 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. (1988 Code, sec. 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. (1988 Code, sec. 1-303)

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<sup>1</sup>Charter references

The only charter provisions which directly mention the recorder are contained in the following sections of Tennessee Code Annotated:

Judicial functions: 6-2-403.

Signs warrants drawn on treasury: 6-1-406.