

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

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.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN¹

SECTION

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

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 first (1st) and third (3rd) Tuesday of each month at the Loretto City Hall.

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.

¹Charter references

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

City Administrator: § 6-4-101.

Compensation: § 6-3-109.

Duties of Mayor: § 6-3-106.

Election of the board: § 6-3-101.

Oath: § 6-3-105.

Ordinance procedure

Publication: § 6-2-101.

Readings: § 6-2-102.

Residence requirements: § 6-3-103.

Vacancies in office: § 6-3-107.

Vice-Mayor: § 6-3-107.

- (6) Reports from committees, members of the board of mayor and aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment.

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.

1-104. Compensation of mayor and aldermen. The compensation for the mayor shall be established in the ordinance adopting the annual budget and capital program.¹ (Ord. #131, 1970; resolution of 2/22/78; and Ord. ____, 1991, modified)

¹Charter reference

Compensation: § 6-3-109.

CHAPTER 2

MAYOR¹

SECTION

- 1-201. Chief executive officer.
- 1-202. Make temporary appointments.
- 1-203. Call special meetings.
- 1-204. Executes city's contracts.
- 1-205. Member of the board.
- 1-206. Appointments to boards and commissions.

1-201. Chief executive officer. The mayor shall serve as chief executive officer of the municipality and shall preside at meetings of the board.

1-202. Make temporary appointments. The mayor shall make temporary appointments of any officer or department head in case of sickness, absence, or other temporary disability. The board may confirm the mayor's appointment or otherwise appoint a person to fill the vacant office unless this duty has been delegated to the mayor as authorized in the charter.

1-203. Call special meetings. The mayor shall call special meetings upon adequate notice to the board and public.

1-204. Executes city's contracts. The mayor shall execute all contracts and countersign checks and drafts drawn upon the treasury.

1-205. Member of the board. As a member of the board the mayor may make motions and shall have a vote on all matters, and in the case of a deadlock in filling a vacant aldermanic position shall have two votes.

1-206. Appointments to boards and commissions. The mayor shall make appointments to boards and commissions as authorized by state law.

¹Charter references

For charter provisions related to the mayor, see Tennessee Code Annotated, title 6, chapter 3. For specific charter provisions related to the mayor, see the following sections.

Duties of Mayor: § 6-3-106.

Vacancies in office: § 6-3-107.

Vice-Mayor: § 6-3-107.

CHAPTER 3**RECORDER¹****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.

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.

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 officer or department head. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers.

¹Charter references

City recorder: § 6-4-201 et seq.

Recorder as treasurer: § 6-4-401(c).

Recorder as judge: § 6-4-301(b)(1)(C).

CHAPTER 4**CITY ADMINISTRATOR¹****SECTION**

1-401. Office created, salary, tenure, qualifications.

1-402. Duties.

1-401. Office created, salary, tenure, qualifications. There is hereby created the office of city administrator. The board of mayor and aldermen may appoint and fix the salary of said administrator, who shall serve at the pleasure of the board of mayor and aldermen. Two (2) positive votes from among the members of the board of mayor and aldermen shall be required to hire a particular individual to fill this position. The administrator shall be selected solely on the basis of training, experience and other administrative qualifications. The administrator shall give full time to the duties of his office. The administrator shall be hired for a two (2) year term, which term may be extended for additional two-year terms, if approved by the board. (Ord. dated 10/24/84)

1-402. Duties. It shall be the duty of the city administrator to supervise and coordinate all administrative activities of each department directly under the control of the board of mayor and aldermen. The city administrator shall also have the following duties with respect to the administration of the affairs of the city under control of the board of mayor and aldermen:

(1) To make recommendations to the board of mayor and aldermen for improving the quality and quantity of public services to be rendered by the city to the citizens thereof;

(2) To keep the board of mayor and aldermen fully advised as to the conditions and needs of the city; including an inventory of property and equipment and to recommend necessary repairs or replacements;

(3) To recommend and properly enforce all personnel rules and regulations which may be adopted by the board of mayor and aldermen from time to time and to recommend to the board of mayor and aldermen any dismissal, promotion or demotion of any employee when same is deemed necessary and proper in accordance with such rules and regulations;

(4) To act as purchasing agent subject to the policies, rules and regulations established by the board of mayor and aldermen and to recommend

¹Charter reference

City administrator: § 6-4-101.

changes in such policies, rules and regulations as deemed necessary to establish effective purchasing procedures;

(5) To review and make recommendation to the city recorder any matter deemed necessary concerning the annual budget;

(6) In cooperation with the mayor, to see that all ordinances of the city are enforced as provided in the city charter;

(7) To perform such other specific duties as may be passed by the board of mayor and aldermen in official session from time to time. (Ord. dated 10/24/84)