

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.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings at 7:00 P.M. on the second Thursday of each month in the council room of the city hall. (1980 Code, § 1-101)

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.
- (3) Reading of minutes of the previous meeting by the city clerk and approval or correction.

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, and electrical inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Corporate powers: § 1.05.

Oath of office: § 3.08.

Tax levy: § 4.10.

- (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. (1980 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. (1980 Code, § 1-103, modified)

CHAPTER 2**MAYOR¹****SECTION**

1-201. To be bonded.

1-202. Executes city's contracts.

1-201. To be bonded. Pursuant to § 3.09 of the city's charter, the mayor shall be bonded in the sum of two thousand five hundred dollars (\$2,500.00) with a surety company authorized to do business in Tennessee as surety. (1980 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts as authorized by the city council. (1980 Code, § 1-202)

¹Charter references

Administrative duties: § 3.02.

Bond: § 3.09.

Election: § 2.01.

Oath: § 3.08.

Vacancy in office: § 2.06.

CHAPTER 3**CITY CLERK¹****SECTION**

1-301. To be bonded.

1-302. To perform general administrative duties, etc.

1-301. To be bonded. Pursuant to § 3.09 of the city's charter, the city clerk shall be bonded in the sum of two thousand five hundred dollars (\$2,500.00) with a surety company authorized to do business in Tennessee as surety. (1980 Code, § 1-301)

1-302. 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. He shall also be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1980 Code, § 1-302)

¹Charter references

Appointment and duties: § 2.08.

Bond: § 3.09.

Oath: § 3.08.