

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. GENERAL.
2. MAYOR.
3. SECRETARY AND TREASURER.

CHAPTER 1

GENERAL

SECTION

- 1-101. Administrative departments.
- 1-102. Each department to be under an alderman.
- 1-103. Time and place of board meetings.

1-101. Administrative departments. For administrative purposes the city shall have the following departments:

- Street and safety
- Police and fire
- Sanitation
- Finance and taxation
- Water and sewer

(1976 Code, § 1-101)

1-102. Each department to be under an alderman. Each department of the city government shall be under the immediate supervision of an alderman who shall be designated by the board to supervise that department.
(1976 Code, § 1-102)

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.

1-103. Time and place of board meetings. (1) The regular monthly meetings of the governing body of the City of Smithville, Tennessee, shall be held on the first and third Mondays of each month at 7:00 p.m. in the city hall.

(2) All special meetings of the board shall be held at the same place as designated above for the holding of regular meetings and each and every special meeting shall be held upon the call of the appropriate official or officials, and in the form provided by statute, charter, ordinance, or resolution for calling special meetings, and each special meeting so called shall show the date, hour, and purpose of the meeting. The advance notice of said special meetings shall be as provided by statute, charter, ordinance, or resolution, as now provided by law, and the posting or publication of said special meetings shall be as hereinafter set forth.

(3) Adjourned or reconvened meetings shall be entered upon the minutes of the governing body of the City of Smithville, Tennessee, and shall show the time and place of such adjourned or reconvened meetings and shall be posted as hereinafter provided.

(4) The notice of special or adjourned or reconvened meetings shall be posted on the front door, or on a bulletin board, at the principal office of this governing body, which is the regular meeting place for said governing body, and this notice shall be posted by the chief executive officer, or under his supervision and direction, or such other official or officials, as may be provided by statute, charter, ordinance, or resolution, at the time said notice is given to the members of this governing body. After the holding of such special or reconvened meetings these notices shall be removed, preserved, and made a part of the records of this governing body as evidence of such notice having been given. The governing body may in addition, by appropriate proceedings entered of record on its minutes, direct such other or additional notice as it may determine to be necessary or advisable from time to time.

The chief executive officer of this governing body shall, himself, or under his direction, provide and keep copies of notices of said regular and special meetings and make them available to any and all persons who may request copies thereof.

(5) A true copy of this section, showing its adoption, or any changes, amendments, or modifications herein, shall be published at least one time each year in a newspaper having general circulation in DeKalb County, Tennessee, and at least one time annually over a radio station located within DeKalb County, Tennessee, with a copy of certification by said newspaper and radio station to be delivered to the governing body to be kept and preserved as a part of the records of the governing body aforesaid. (1976 Code, § 1-103)

CHAPTER 2**MAYOR¹****SECTION**

- 1-201. May require reports.
1-202. Executes city's contracts.
1-203. May suspend officers and employees.

1-201. May require reports. The mayor may require such reports from the various city officers and employees as he may reasonably deem necessary to enable him to efficiently carry out his executive responsibilities. (1976 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all city contracts authorized by the board. (1976 Code, § 1-202)

1-203. May suspend officers and employees. The mayor may suspend any appointed officer or employee of the city who is found to be, or is reasonably suspected of being, derelict in the performance of his duties or guilty of such misconduct as will likely reflect discredit upon the city. The mayor shall report any such suspension to the board at its next regular meeting for appropriate action. (1976 Code, § 1-203)

¹Charter references

Election: § 20.
Powers and duties: § 6.
Term of office: § 20.
Veto power: § 6.

CHAPTER 3

SECRETARY AND TREASURER¹

SECTION

1-301. To be bonded.

1-302. To keep minutes of board meetings.

1-303. To keep a roll-call book.

1-304. To keep financial records and make reports.

1-301. To be bonded. The secretary and treasurer shall be bonded in the sum of five thousand dollars (\$5,000). (1976 Code, § 1-301)

1-302. To keep minutes of board meetings. The secretary and treasurer shall keep a complete minute record of all proceedings at meetings of the board of mayor and aldermen. (1976 Code, § 1-302)

1-303. To keep a roll-call book. The secretary and treasurer shall keep the roll-call book required by § 7(4) of the charter. (1976 Code, § 1-303)

1-304. To keep financial records and make reports. The secretary and treasurer shall keep a complete record of all corporate money received and paid out and shall make a summary report from such record to the board at each regular monthly meeting. (1976 Code, § 1-304)

¹Charter references

Bond: § 15(2).

Duties: § 15.

Oath: § 15(3).