

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. MISCELLANEOUS.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

SECTION

- 1-101. Time and place of regular meeting.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Change to staggered terms.
- 1-105. Duties of the board with respect to personnel decisions.

¹Municipal code references

- Fire department: title 7.
- Wastewater treatment: title 18.
- Zoning: title 14.

²Charter references

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

- 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.

1-101. Time and place of regular meeting. The governing body shall hold regular monthly meetings at 6:30 P.M. on the second Tuesday of each month at the Walden Town Hall located at 1836 Taft Highway, Walden, Tennessee. (Ord. #35, May 1979, as replaced by Ord. #2002-227, April 2002, and amended by Ord. #2013-292, April 2013)

1-102. Order of business. At each meeting of the governing body, 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) Prayer.
- (3) Pledge of allegiance.
- (4) Roll call by the recorder.
- (5) Approval or correction of minutes of the previous meeting.
- (6) Communications from the mayor.
- (7) Reports from committees, members of the governing body and other officers.
- (8) Unfinished business.
- (9) New business.
- (10) Communications from citizens.
- (11) Adjournment. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

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 governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with provision of the charter or this code. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

1-104. Change to staggered terms. (1) The board of mayor and aldermen shall serve non staggered two-year terms.

(2) This section shall not effect the present terms of the mayor and members of the board currently serving four-year staggered terms, but shall take effect for the next appropriate municipal election following the adoption of this section.¹

(3) Municipal elections shall be held every November in even numbered years. (Ord. #92-135, April 1992, as amended by Ord. #98-201, Aug. 1998)

¹These provisions were taken from Ordinance No. 98-201 which passed second reading August 11, 1998.

1-105. Duties of the board with respect to personnel decisions. With respect to the duties enumerated under Tennessee Code Annotated, § 6-3-106(b)(2), the board of mayor and aldermen shall be responsible for and shall have authority over all decisions relating to the Town of Walden employees, which shall include without limitation all department heads, city administrators and the town recorder (the "town employees"). No town employee may be employed, promoted, disciplined, suspended, discharged or terminated except by action of a majority of the board of mayor and aldermen and in accordance with applicable personnel policies. (as added by Ord. #2014-301, Jan. 2015)

CHAPTER 2

MAYOR¹

SECTION

1-201. Mayor generally supervises municipality's affairs.

1-202. Mayor executes municipality's contracts.

1-201. Mayor generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees, as he or she may reasonably deem necessary to carry out his or her executive responsibilities. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

1-202. Mayor executes municipality's contracts. The mayor shall execute all contracts as authorized by the governing body. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

¹Charter 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 subjects related to the mayor, see the section indicated:

Vacancies in office: 6-3-107.

Vice-Mayor: 6-3-107.

CHAPTER 3

RECORDER¹

SECTION

1-301. Deleted.

1-302. Recorder to keep minutes, etc.

1-303. Recorder to perform general administrative duties, etc.

1-304. Recorder to serve as treasurer.

1-305. Duties of the town recorder.

1-301. Deleted. (Ord. #2, Dec. 1975, as deleted by Ord. #2002-227, April 2002)

1-302. Recorder to keep minutes, etc. The recorder shall keep the minutes of all meetings of the governing body and shall preserve the original copy of all ordinances in a separate ordinance book. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

1-303. Recorder to perform general administrative duties, etc. The recorder shall perform all administrative duties for the governing body and for the municipality, which are not assigned by the charter or the governing body to another corporate officer. He or she shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such file cabinets fireproof vault, or safe as the municipality shall provide. (Ord. #2, Dec. 1975, as replaced by Ord. #2002-227, April 2002)

1-304. Recorder to serve as treasurer. The position of town recorder is hereby expanded pursuant to Tennessee Code Annotated § 6-4-401(c) to include the position of treasurer and such position shall hereafter be referred to as town recorder/treasurer. (as added by Ord. #97-193, Nov. 1997)

1-305. Duties of the town recorder. The board hereby confirms the designation of the town recorder to perform those duties enumerated under Tennessee Code Annotated, § 6-3-106(b)(1), (3) and (4) of the code. (as added by Ord. #2014-301, Jan. 2015)

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

MISCELLANEOUS

SECTION

1-401. Administrative employees shall be bonded.

1-401. Administrative employees shall be bonded. All administrative employees shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to the governing body. (as added by Ord. #2002-227, April 2002)