

## TITLE 1

ADMINISTRATION, OFFICERS, AND PERSONNEL

1. BOARD OF COMMISSIONERS.
2. MAYOR.
3. CITY MANAGER.
4. RECORDER.
5. SHERIFF AND GENERAL SESSIONS COURT.
6. MISCELLANEOUS REGULATIONS-- CITY PERSONNEL.

## CHAPTER 1

BOARD OF COMMISSIONERS<sup>1</sup>

## 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 board of commissioners shall hold regular monthly meetings at 7:00 p.m. on the first Monday of each month at the City Hall.

1-102. Order of business. At each meeting of the board of commissioners, 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 commissioners, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment.

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<sup>1</sup>For charter provisions related to the election and duties of the mayor, vice mayor, and the board of commissioners, see Tennessee Code Annotated, title 6, chapter 20, part 2.

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 commissioners 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.

## CHAPTER 2

MAYOR<sup>1</sup>

## SECTION

## 1-201. Duties and powers.

1-201. Duties and powers.<sup>2</sup> The mayor shall preside at all meetings of the board of commissioners, sign the journal of the board and all ordinances on their final passage, execute all deeds, bonds, and contracts made in the name of the city, and perform all acts that may be required of him by any ordinance duly enacted by the board of commissioners, not in conflict with the charter.

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<sup>1</sup>For charter provisions dealing with the election and duties of the mayor and vice mayor, see Tennessee Code Annotated, title 6, chapter 20, part 6.

<sup>2</sup>See particularly the charter provisions in Tennessee Code Annotated, secs. 6-20-209, 6-20-213, and 6-20-219.

## CHAPTER 3

CITY MANAGER<sup>1</sup>

## SECTION

## 1-301. Duties and powers.

1-301. Duties and powers.<sup>2</sup> The city manager shall be the chief administrative officer of the city and shall exercise such authority and control over law and ordinance violations, departments, officers and employees, and city purchases and expenditures as the charter prescribes and shall perform all other duties required of him pursuant to the charter.

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<sup>1</sup>For charter provisions outlining the appointment and removal of the city manager, see Tennessee Code Annotated, title 6, chapter 21, part 1, particularly secs. 6-21-101 and 6-21-105.

<sup>2</sup>For charter provisions outlining the power and duties of the city manager, see Tennessee Code Annotated, title 6, chapter 21, part 1, particularly secs. 6-21-107 and 6-21-108; title 6, chapter 21, part 3, particularly secs. 6-21-303; title 6, chapter 21, part 6, particularly secs. 6-21-601 and 6-21-602; title 6, chapter 21, part 7, particularly secs. 6-21-701 and 6-21-704; and title 6, chapter 21, part 8, particularly sec. 6-21-801.

## CHAPTER

RECORDER<sup>1</sup>

## SECTION

1-401. To be bonded.

1-402. To keep minutes, etc.

1-403. To perform general administrative duties, etc.

1-401. 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 commissioners.

1-402. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book.

1-403. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of commissioners and for the city which are not assigned by the charter, this code, or the board of commissioners to another corporate officer. He shall also have custody of, and be responsible, for maintaining all corporate bonds, records, and papers.

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<sup>1</sup>For charter provisions outlining the duties and powers of the recorder, see Tennessee Code Annotated, title 6, chapter 21, part 4; and title 6, chapter 22, particularly sec. 6-22-101. Where the recorder also serves as the treasurer, see Tennessee Code Annotated, title 6, chapter 22, particularly sec. 6-22-119.

## CHAPTER 5

SHERIFF AND GENERAL SESSIONS COURT

## SECTION

- 1-501. Sheriff to enforce ordinances.
- 1-502. General sessions court to try alleged ordinance violators.
- 1-503. Mayor to enter into agreement with county, sheriff and court.
- 1-504. Copies of ordinances to be filed with sheriff and court.
- 1-505. Court costs.

1-501. Sheriff to enforce ordinances. The Sheriff of Fayette County, Tennessee, shall hereafter enforce the ordinances of the City of Williston, Tennessee.

1-502. General sessions court to try alleged ordinance violators. All person arrested or cited to court for violating ordinances of the City of Williston, Tennessee, shall have their cases tried and disposed of by the General Sessions Court of Fayette County, Tennessee.

1-503. Mayor to enter into agreement with county, sheriff, and court. The mayor is hereby directed to enter into an agreement, on behalf of the City of Williston, with the sheriff, general sessions court, and governing body of Fayette County to implement this chapter in accordance with the provisions of Tennessee Code Annotated, section 12-9-104.

1-504. Copies of ordinances to be filed with sheriff and court. Upon execution of the aforesaid agreement, a certified copy of each existing ordinance of the City of Williston will be filed with both the sheriff and general sessions court. Also, a certified copy of all future ordinances of the City will be filed with both the sheriff and the general sessions court immediately after adoption.

1-505. Court costs. In all city cases the costs and fees of the court shall be the same as provided by law for justices of the peace for similar work in state cases unless otherwise provided by law.

## CHAPTER 6

MISCELLANEOUS REGULATIONS--CITY PERSONNEL

## SECTION

- 1-601. Acceptance of gratuities.
- 1-602. Outside employment.
- 1-603. Political activity.
- 1-604. Use of municipal time, facilities, etc.
- 1-605. Use of position.

1-601. Acceptance of gratuities. No municipal officer or employee shall accept any money or other consideration or favor from anyone other than the city for the performance of an act which he would be required or expected to perform in the regular course of his duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be interpreted as an attempt to influence his actions with respect to city business.

1-602. Outside employment. No full-time officer or employee of the city shall accept any outside employment without written authorization from the city manager. The city manager shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the officer's or employee's duties, or is incompatible with his municipal employment, or is likely to cast discredit upon or create embarrassment for the city.

1-603. Political activity. City officers and employees may individually exercise their right to vote and privately express their political views as citizens. However, no city officer or employee shall solicit political campaign contributions or engage in or actively participate in any city political campaign. These restrictions shall not apply to elective officials.

1-604. Use of municipal time, facilities, etc. No city officer or employee shall use or authorize the use of city time, facilities, equipment, or supplies for private gain or advantage to himself or any other private person or group. Provided, however, that this prohibition shall not apply where the board of commissioners has authorized the use of such time, facilities, equipment, or supplies, and the city is paid at such rates as are normally charged by private sources for comparable services.

1-605. Use of position. No city officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the city, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others.