



## The Mayor's Duties

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](http://www.mtas.tennessee.edu)

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Mayoral duties regarding meetings, according to RONR are to:

1. Open the meeting at the appointed time and call the meeting to order and declare if a quorum is present or not
2. Announce the order of business (agenda)
3. Recognize elected officials who are entitled to the floor
4. State and put to vote all questions on motions that legitimately come before the governing body; and to announce the result of each vote
5. Protect the governing body from obviously dilatory motions by refusing to recognize them
6. Enforce the rules of debate, order, and decorum
7. Expedite business in every way compatible with the rights of members
8. Decide all questions of order
9. Respond to inquiries of elected officials regarding parliamentary procedure
10. Sign minutes, ordinances and resolutions
11. Declare the meeting adjourned

In addition, the mayor should have at each meeting a copy of the municipality's charter, a copy of its parliamentary authority, a list of all committees and their members, and an agenda (order of business).

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*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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