

TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

CHAPTER

1. CITY COUNCIL.
2. ADMINISTRATIVE REGULATIONS.
3. CITY COORDINATOR.

CHAPTER 1

CITY COUNCIL<sup>2</sup>

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. Rules of order.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings on the first and second Tuesday of each month at the municipal building or at such other location as the council may designate from time to time. The time of the regular monthly meetings shall also be designated by council, and may be changed by council from time to time. (Ord. 1048, as replaced by Ord. #1208-1, Jan. 2009)

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.

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<sup>1</sup>Charter 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.

<sup>2</sup>Charter references

Elections and appointments: Article III.

Executive department: Article II.

Official oaths, penalties and bonds: Article IV.

- (4) 1st meeting of each month: Vote to pay wages and salaries.  
2nd meeting of each month: Vote to pay bills from previous month.
- (5) Hear delegations/citizen comments.
- (6) Old business.
- (7) New business.
- (8) Adjournment. (Ord. 1048)

1-103. Rules of order. Unless otherwise specifically provided in the charter or this code, the rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern and control the conduct of all city council meetings.

(1) The following rules of order and parliamentary procedure shall be followed at all city council meetings:

(a) Citizen and delegation comments. Individual citizens and delegations shall only be allowed to address the city council as follows:

(i) Individual citizens and delegations shall only be allowed to speak during that time set-aside in Title 1, Chapter 1, Section 1-102, Order of business, Sub-section (5), Hear delegations/Citizen comments, and at no other time during a city council meeting except as otherwise provided hereinbelow.

(ii) The order of addressing city council shall be as follows:

(A) Delegations.

(B) Citizens.

(iii) Each individual citizen, delegation and delegation member shall be allowed such time as directed by the mayor in which to address the city council regardless of whether such citizen, delegation or delegation member desires to speak to one, or several, issues or matters presently before the council.

(iv) Each delegation shall identify itself as such and designate one (1) individual who may speak for the entire delegation; however, any person who is a member of such delegation may also be heard in the discretion of the mayor.

(v) Individual citizens, delegation representatives and delegation members may be allowed to speak to a matter presently under consideration by the city council at times other than provided hereinabove as follows:

(A) A member of the city council may yield the floor to such citizen, delegation representative or delegation member; however, in so doing, said council member shall lose his or her right to speak to the matter unless all other council members have spoken to the issue, in which case such council member shall be allowed to speak to the matter.

(B) A member of the city council may make inquiry of a citizen, delegation representative or delegation member, and such inquiries shall be limited to asking questions to persons qualified to provide information on the topic presently being considered. This procedure shall not be used for the purpose of allowing a citizen, delegation representative, or delegation member to give information, or express an opinion, which that person could otherwise have given or made in conformance with the rules hereinabove provided. However, if such person has knowledge concerning the topic presently being considered which is peculiar (other normal sources do not possess the knowledge or information) and helpful, then he or she may respond to each inquiry as made to him or her.

(vi) Excluded from the requirements of Title 1, Chapter 1, Section 1-103, Rules of order, Sub-section (1)(a)(i) - (v), Citizen and delegation comments, is any individual who is an officer, department head, or employee of the City of Harriman, and who is not otherwise a member of the city council, while said individual is speaking in his or her capacity as herein described.

(b) Improper comments. No person, including council members, shall be allowed to make any derogatory, demeaning, insulting or threatening comment, or ask any question in such a fashion as to be considered derogatory, demeaning, insulting or threatening by its clear implication, to or about any individual during a city council meeting.

If the person making such comment, or asking such question, is not a council member, then such person shall be immediately warned that such conduct will not be further tolerated. If this person disregards the warning and makes another comment, or asks another question, in violation of this rule, he or she will be immediately removed from the meeting for the remainder thereof.

If the person making such comment, or asking such question, is a council member, then such person shall be immediately warned that such conduct will not be further tolerated. If this person disregards the warning and makes another comment, or asks another question, in violation of this rule, the chair shall determine what punishment shall be imposed; including, but not limited to: censure for the remainder of the meeting or removal from the meeting for the remainder thereof.

(c) Motions. Each matter coming before the city council shall only be considered and acted upon by motion properly made and duly seconded, and in accordance with the following:

(i) When a matter is brought before council for its consideration, and the matter to be considered will require some form of action on the part of council, the matter may addressed by

the mayor, council member or other officer who has caused the matter to be considered prior to the making of a motion only for the purpose of giving a brief synopsis of the matter. Once the synopsis has been given to council, there shall be no further discussion, and no questions asked, until the matter is brought to the floor for consideration by a motion properly made and duly seconded.

(ii) After a motion has been made and seconded, the maker of the motion shall be the first council member allowed to speak to the motion. The person who seconded the motion shall be the second council member allowed to speak to the motion. All other council members, and the mayor, speaking to the motion, shall be allowed to speak in any appropriate order or fashion as determined by the mayor in accordance with Roberts Rules of Order, Newly Revised.

(iii) All further action on the motion shall be taken in accordance with Roberts Rules of Order, Newly Revised.

(iv) Excluded from the requirements of Title 1, Chapter 1, Section 1-103, Rules of order, Sub-sections (1)(c)(i) - (iii), Motions, are those matters brought before the city council solely for informational purposes, which matters include, but are not limited to: committee, council member, department head, employee, and other officer reports, communications from and to the mayor, council members, officers, department heads and employees, and other such information related matters. By way of further delineation and definition, an informational matter is one which does not require the action of city council.

(2) The rules of order and parliamentary procedure hereinabove set-out 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. (Ord. 1048, as amended by Ord. 1050)

## CHAPTER 2

ADMINISTRATIVE REGULATIONS

## SECTION

1-201. City seal.

1-202. Bonds required of certain personnel.

1-201. City seal. The seal provided and used by the city shall be of circular form with a double rope border enclosing the words "City of Harriman, Tennessee, Incorporated May 19th 1891." There shall be a ribbon, under the inner circle of the border at the top, bearing the words: "Prohibition, Peace, Prosperity." It shall have the device of a distant view of the Emory River and Gap; the Cincinnati Southern Railroad Bridge and Road; the ETV & G Railroad; a steamboat on the river; a view of the Rolling Mill; the Harriman Coal and Iron Railroad with a locomotive and three loaded cars; a pile of pig iron, ore, and coal in the foreground with a shovel and mining pick. The inscription at the bottom shall be the Latin motto: "Ex inntilli Utilitas." Such seal shall be two and three-eighths inches in diameter. Such seal is hereby declared to be the common seal of the city. (1974 code, sec. 1-101)

1-202. Bonds required of certain personnel.<sup>1</sup> The city treasurer, city clerk, and such other positions as the city council may deem shall execute a good and sufficient bond payable to the city, before entering upon the discharge of their duties, in an amount as determined by the council. The city shall pay the cost of the bond.

Such bonds shall be signed by at least two (2) sureties, to be approved by the city council. They shall be conditioned for the faithful performance of the duties of the respective officers; for their paying over to their successors in office, or to the proper parties, all such sums of money belonging to the city as shall be in their hands, by virtue of such offices or otherwise; and for their accounting for and turning over to such successors or other proper persons all city property which may come into their hands.

The city council shall have the right at any time, by resolution, to require officers to give such security and bond as it shall deem expedient and for the best interest of the city. (1974 code, sec. 1-102, modified)

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<sup>1</sup>Charter reference  
Bonds: Article IV.

CHAPTER 3

CITY COORDINATOR

SECTION

1-301. Qualifications.

1-302. Duties/responsibilities.

1-303. Appointed by city council.

1-301. Qualifications. The city coordinator shall the following qualifications:

(1) A bachelor's of science degree in business or related fields, with training in public administration and a minimum of two (2) years experience in local government administration

(2) An associate's degree in business or related fields, with training in public administration and a minimum of four (4) years experience in local government administration

(3) Training in public administration with more than four (4) years experience in local government administration may be considered in lieu of the above educational requirements. (as added by Ord. #05-03-A, May 2005)

1-302. Duties/responsibilities. The city coordinator shall have the following duties and responsibilities:

(1) Informational:

(a) The coordinator shall act as the informational conduit between the various departments or officers of the city and the city council and mayor.

(b) The coordinator shall act as the informational conduit between the city and the public.

(c) The coordinator shall act as the informational conduit between the city and other public entities, whether they be federal, state or local.

(2) Operational:

(a) The coordinator shall develop a working knowledge of each department or office of the city and shall schedule meetings in coordination with department heads or city officers for this purpose and to fulfill the informational responsibilities hereinabove provided.

(b) The coordinator shall be an ex-officio member of all the various committees of the city, shall render reports as required by said committees, and shall otherwise provide guidance and assistance to the various committees and department head of the city as is necessary warranted or required.

(c) The coordinator shall have input into the constitution of the agenda for city council meetings and shall coordinate with the various

committees, officers, department heads, city council members and mayor the information to be presented to the city council at its various meetings.

(d) The coordinator shall be responsible for developing all bid specifications for the various bids let by the city.

(e) The coordinator shall be responsible for all fixed asset control of the city, including, but not limited to: inventory, disposition and tracking.

(f) The coordinator shall be responsible for prioritizing department and officer budget requests and the preparation of the annual departmental budget requests and all subsequent amendment requests thereto.

(g) The coordinator, in coordination with the city treasurer, shall be responsible for monitoring the expenses and income of the city in relation to the established budget and provide this information to the various committees, officers, department heads, city council members and mayor as is necessary, warranted or required.

(h) The coordinator shall have complete decision-making authority within the areas of his duties and responsibilities, and within such other areas as may lawfully be delegated to the coordinator by the city council and/or mayor; however, all such decision-making authority shall be subject to mayoral and/or city council review and change. (as added by Ord. #05-03-A, May 2005)

1-303. Appointed by the city council. The city coordinator shall be appointed by majority vote of the city council upon the recommendation of the mayor or a member or members of the city council. The city coordinator shall serve at the pleasure of the city council. (as added by Ord. #05-03-A, May 2005)