

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. COMMITTING MAGISTRATE.
5. CITY ATTORNEY.
6. CITY ADMINISTRATOR.
7. TREASURER.

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.

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CHAPTER 1

BOARD OF MAYOR AND ALDERMEN¹

SECTION

- 1-101. Elections for, when to take office.
- 1-102. Description of wards.
- 1-103. Time and place of regular meetings.
- 1-104. Order of business.
- 1-105. General rules of order.
- 1-106. Compensation of aldermen.
- 1-107. Nepotism.
- 1-108. Community meetings.

1-101. Elections for, when to take office. (1) The general election of officers of the City of White House, Robertson and Sumner Counties, Tennessee, shall be held on the first Tuesday after the first Monday in November in every even numbered year, with the first such election being held on November 5, 2002.

(2) All terms of members of the board of mayor and aldermen elected in the municipal election on March 27, 1999, shall expire on the first Monday in January, 2005. All terms of members of the board of mayor and alderman set to expire on the first Monday in May, 2001, shall be extended until the first Monday in January, 2003. (1979 Code, § 1-101, as amended by Ord. #95-05, May 1995; and replaced by Ord. #98-03, Feb. 1998)

¹Charter references

For charter provisions related to the board of mayor and aldermen, see Tennessee Code Annotated, title 6, chapter 3. For specific charter provisions related to the board of mayor and aldermen, see the following sections:

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.

1-102. Description of wards. The City of White House shall consist of four (4) wards, each composed of one (1) alderman, described as follows:

Ward one (I) shall consist of a portion of the city situated in Robertson County as reflected on the official 2000 census tract map.

Ward two (II) shall consist of a portion of the city situated in Sumner County as reflected on the official 2000 census tract map.

Ward three (III) shall consist of a portion of the city situated in Sumner County as reflected on the official 2000 census tract map.

Ward four (IV) shall consist of a portion of the city situated in Robertson County and Sumner County as reflected on the official 2000 census tract map.

An official copy of the wards geographical area contained on the 2000 census tract maps shall be maintained on file in the recorder's office. (1979 Code, § 1-102, as amended by Ord. #01-21, Dec. 2001)

1-103. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. Central Standard and Daylight Time on the third Thursday of each month at the city hall. (1979 Code, § 1-103)

1-104. Order of business. At each meeting of the board of mayor and aldermen, 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) Roll call by the recorder.
- (4) Adoption of agenda.
- (5) Approval of minutes of the previous meeting(s).
- (6) Welcome visitors.
- (7) Public hearings or delegations.
- (8) Communications from the mayor.
- (9) Acknowledge reports and/or appointments made by the mayor.
- (10) New business.
- (11) Adjournment. (1979 Code, § 1-104)

1-105. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the board of mayor and aldermen 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. (1979 Code, § 1-105, modified)

1-106. Compensation of aldermen. Aldermen shall receive a monthly compensation which is set annually in the adopted fiscal budget. In addition,

aldermen shall be entitled to receive the same insurance benefits as a regular employee of the city. (as amended by Ord. #96-13, July 1996)

1-107. Nepotism. No person shall be employed by the city, as a department head, who is related as a member of the immediate family of any publicly elected official of the city government. (Immediate family includes spouse, children, parents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law). Any person employed by the city, whose immediate family is publicly elected as a governmental official of the city shall be immediately terminated from city employment. (1979 Code, § 1-107, as amended by Ord. #96-13, July 1996)

1-108. Community meetings. (1) The board of mayor and aldermen shall periodically by resolution establish a time for community meetings to hear from the public on their views of the government and its activities.

(2) The community meetings shall be properly advertised at least ten (10) days in advance and shall be held in the auditorium located in the city municipal building or other community venues deemed appropriate by the board of mayor and aldermen.

(3) Citizens wishing to speak at the public forum must sign in prior to the commencement of the community meeting, stating their name, address, and subject to which they would like to speak.

(4) Every citizen of the city shall be entitled to speak for (3) three minutes concerning any item in city government. Citizens making presentations or reports requiring more than three (3) minutes shall obtain approval in advance from the city administrator and in no event shall any speech, comments, or report be allowed to exceed seven (7) minutes unless the board votes to allow additional time. Citizens are not allowed to debate board members. While it is the intent of this section that every citizen be allowed and given the opportunity to speak on matters of concern to them, if they have questions about certain issues, they are to be put in written form and submitted to the mayor or such other person having charge of the public meeting.

(5) All public meetings shall be orderly and conducted with proper decorum. (as added by Ord. #03-04, April 2003)

CHAPTER 2

MAYOR¹

SECTION

1-201. Chief executive of city's affairs.

1-202. Executes city's contracts.

1-203. Compensation.

1-204. Benefits.

1-201. Chief executive of city's affairs. The mayor is the chief executive officer of the city, and as such shall have all the duties as set forth in Tennessee Code Annotated, § 6-3-106. (1979 Code, § 1-201, as amended by Ord. #02-36, Dec. 2002)

1-202. Executes city's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1979 Code, § 1-202)

1-203. Compensation. The mayor shall receive a yearly compensation as set in the annual operating budget. The yearly compensation shall be paid in accordance with the city's pay period. The mayor's compensation may not be diminished during the mayor's term of office. (1979 Code, § 1-203)

1-204. Benefits. The mayor shall be entitled to receive the same insurance benefits as a regular employee of the city. (1979 Code, § 1-204, as amended by Ord. #02-36, Dec. 2002)

¹Charter references

For charter provisions related to the mayor, see Tennessee Code Annotated, title 6, chapter 3. For specific charter provisions related to the mayor, see the following sections:

Vacancies in office: § 6-3-107.

Vice-mayor: § 6-3-107.

CHAPTER 3

RECORDER¹

SECTION

1-301. Appointment.

1-302. [Reserved.]

1-303. To keep minutes, etc.

1-304. Duties.

1-301. Appointment. The recorder shall be appointed by the board of mayor and aldermen, and shall serve at the pleasure of the board. (1979 Code, § 1-301)

1-302. [Reserved.] (1979 Code, § 1-302, modified, as amended by Ord. #06-48, Jan. 2007, and deleted by Ord. #09-04, May 2009)

1-303. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of mayor and aldermen and shall preserve the original copy of all ordinances in a separate ordinance book. (1979 Code, § 1-303)

1-304. Duties. The city recorder shall be responsible for the keeping of all official records of the City of White House as required by the White House Municipal Code and by the statute of the State of Tennessee. The recorder shall perform all administrative duties for the board of mayor and aldermen and for the city which are not expressly assigned by the charter, this code, or the board to another corporate officer. She shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1979 Code, § 1-304, as amended by Ord. #04-15, Sept. 2004)

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).

Ord. #94-15, § 1 provides: "The City of White House adopts by reference the requirements of Pub. Acts 1994, ch. 648, which is attached to this ordinance and made a part thereof as if it were fully set out in the text of this ordinance." See Ord. #94-15 in the office of the recorder for these provisions.

CHAPTER 4

COMMITTING MAGISTRATE

SECTION

1-401. Committing magistrate.

1-402. Duties.

1-401. Committing magistrate. There is hereby authorized the position of committing magistrate for the City of White House.

The mayor is hereby given the authority to appoint such person to serve as committing magistrate. The person appointed shall serve at the pleasure of the board of mayor and aldermen. Compensation shall be fixed in the annual operating budget, and shall be based on the number of defendants being considered for the issuance of warrants and summons. (1979 Code, § 1-601, as amended by Ord. #98-31, Jan. 1999)

1-402. Duties. It shall be the duty of the committing magistrate to issue warrants for arrest of persons charged with violating state offenses and municipal ordinances. The committing magistrate may also issue summons to appear in city court to answer charges of violating state offenses and municipal ordinances. The committing magistrate, in all cases, shall enter a court date on all warrants and summons indicating when the defendant is to appear in city court to answer all charges.

In addition, the committing magistrate shall issue and accept appearance bonds as it applies to title 3, § 3-401 of the White House Municipal Code.

Prior to assuming this office, an oath shall be administered as prescribed by law. (1979 Code, § 1-602)

CHAPTER 5

CITY ATTORNEY

SECTION

- 1-501. Office created.
- 1-502. Duties.
- 1-503. Responsibilities to his successor.
- 1-504. Election and term.

1-501. Office created. There is hereby created the office of city attorney for the City of White House, Tennessee. (1979 Code, § 1-1001)

1-502. Duties. The duties of the city attorney shall consist of the following: advise the board of mayor and aldermen or its committees or any city officer, when requested, upon all legal questions arising in the conduct of city business; prepare or revise ordinances when so requested by the mayor or aldermen; give his opinion upon any legal matter or question submitted to him by the mayor or aldermen or by any city officer; attend all meetings of the board of mayor and aldermen for the purpose of giving the board of mayor and aldermen any legal advice requested by its members; and prepare for execution all contracts and instruments to which the city is a party and shall approve, as to form, all bonds required to be submitted to the city.

The city attorney shall have the following additional duties: prepare, when authorized by the board of mayor and aldermen, all charges and complaints against and shall appear in the appropriate court in the prosecution of, every person charged with the violation of a city ordinance, and prepare all other appropriate pleadings in the proper courts to either prosecute in behalf of or defend the city, when requested to do so by the board of mayor and aldermen. In addition to the foregoing duties, the city attorney shall immediately report the outcome of any litigation in which the city has an interest to the mayor, make a semi-annual report to the board of mayor and aldermen of all pending litigation in which the city has an interest and the condition thereof, keep a complete record of all suits in which the city had or has an interest, giving the names of the parties, the court where brought, the nature of the action, the disposition of the case or its condition if pending, keep a complete record of all written opinions furnished by him and of all certificates or abstracts of titles furnished by him to the city, or any department or official thereof. (1979 Code, § 1-1002)

1-503. Responsibilities to his successor. The city attorney shall deliver all records, documents, and property of every description in his possession, belonging to his office or to the city, to his successor in office, who shall give him duplicate receipts therefor. (1979 Code, § 1-1003)

1-504. Election and term. The city attorney shall be elected by the board of mayor and aldermen and shall serve at the pleasure of the board of mayor and aldermen. (1979 Code, § 1-1004)

CHAPTER 6

CITY ADMINISTRATOR

SECTION

- 1-601. Chief administrative officer.
- 1-602. Qualifications.
- 1-603. Appointment.
- 1-604. Compensation.
- 1-605. Benefits.
- 1-606. Performance evaluation.
- 1-607. Termination.
- 1-608. Personnel rules.
- 1-609. Request for services

1-601. Chief administrative officer. The city administrator is the chief administrative officer of the city, and as such shall have all the duties as set forth in Tennessee Code Annotated § 6-4-101. In addition, the city administrator shall have the duties as set forth in Tennessee Code Annotated § 6-3-106(7)(2), (3) and (4).

During the period from the initial employment of the city administrator through December 31, 2002, the administrator shall receive advice and consent from the mayor in all matters contained in Tennessee Code Annotated § 6-3-106(7)(2)(A) and (4). This paragraph shall terminate following the above date and shall thereafter be of no effect. (as added by Ord. #01-04, April 2001)

1-602. Qualifications. The city administrator shall be qualified by training and experience by possessing as a minimum a master's degree from an accredited institution of higher education, and a minimum of five (5) years experience as a city administrator/manager, assistant city administrator/manager, or as a department head. (as added by Ord. #01-04, April 2001, and amended by Ord. #02-13, May 2002, and Ord. #14-13, July 2014)

1-603. Appointment. The city administrator shall be appointed by a majority vote of the fully constituted board of mayor and aldermen, and shall serve at the pleasure of the board under a contractual agreement. The administrator shall devote his/her full-time to the position. (as added by Ord. #01-04, April 2001, and amended by Ord. #02-13, May 2002)

1-604. Compensation. The compensation of the city administrator shall be set annually in the operating budget. The position of city administrator shall be separate from the established employee compensation plan. (as added by Ord. #01-04, April 2001)

1-605. Benefits. The city administrator shall be entitled to all of the benefits afforded to regular employees. In addition, the city administrator shall be entitled to his/her family medical insurance paid entirely by the city. Further, the city administrator shall have the use of a city owned vehicle for the execution of his/her official duties.

The board may consider, in the employment of the city administrator, the reimbursement of moving expenses. (as added by Ord. #01-04, April 2001)

1-606. Performance evaluation. The board of mayor and aldermen shall conduct annually a performance evaluation of the city administrator based upon a certain criteria the board may establish. The board shall meet with the administrator in an evaluation session and share their results. (as added by Ord. #01-04, April 2001)

1-607. Termination. The city administrator serves under a contractual agreement at the pleasure of the board, and as such may be terminated by a majority vote of the fully constituted board. If such termination should occur the administrator may be entitled to severance pay not to exceed four (4) months.

A newly employed city administrator shall not be terminated within twelve (12) months from the date on which he/she assumed the duties of city administrator, except for incompetence, malfeasance, misfeasance, or neglect of duty. (as added by Ord. #01-04, April 2001, and amended by Ord. #02-13, May 2002)

1-608. Personnel rules. The city administrator shall enforce and follow all personnel rules as contained in the adopted personnel rules and regulation manual, which may be amended by the board when necessary. (as added by Ord. #01-04, April 2001)

1-609. Request for services. All service request and requests for information from the board of mayor and aldermen and citizens shall be directed to the city administrator's office. The administrator will log requests electronically and direct the request to the individual city department within 24 hours of the request. The administrator will strive to respond to the request with a resolution or information in a timely manner. (as added by Ord. #02-39, Dec. 2002)

CHAPTER 7

TREASURER

SECTION

1-701. Appointment.

1-702. [Reserved.]

1-703. Keep financial records.

1-704. Serve as financial director.

1-701. Appointment. The treasurer shall be appointed by the mayor and aldermen and shall serve by the pleasure of the board. (as added by Ord. #04-15, Sept. 2004)

1-702. [Reserved.] (as added by Ord. #04-15, Sept. 2004, amended by Ord. #06-48, Jan. 2007, and deleted by Ord. #09-04, May 2009)

1-703. Keep financial records. The treasurer shall keep all necessary records related to the assets, obligations, and financial affairs of the city including bank accounts, budgets, annual reports, schedule of assets, corporate obligations and income and expense reports of the city. (as added by Ord. #04-15, Sept. 2004)

1-704. Serve as financial director. The treasurer shall serve as Financial Director of the City of White House. (as added by Ord. #04-15, Sept. 2004, and amended by Ord. #14-25, Dec. 2014)