

CHARTER FOR THE TOWN OF NORMANDY, TENNESSEE¹

CHAPTER NO. 151

HOUSE BILL NO. 3252

By Representative Phillips

Substituted for: Senate Bill No. 3203

By Senator Trail

AN ACT to amend Chapter 675 of the Private Acts of 1921; and any other acts amendatory thereto, relative to the Charter of the Town of Normandy.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1. Incorporation, name, general powers and corporate limits	C-2
2. Definitions	C-3
3. Election of board, requirements for officers, oaths of office, duties of mayor and vice mayor, duties of the board, and compensation	C-3
4. Powers	C-7
5. Officers, department heads, and other employees	C-13

¹Priv. Acts 2002, ch. 151, is the current basic charter act for the Town of Normandy, Tennessee. The text of the basic charter act set out herein includes all its amendments through the 2019 session of the Tennessee General Assembly. Sections of the charter which have been amended contain at the end of those sections the citation to the official act or acts constituting the amendment or amendments. No other changes have been made to the charter except the addition of a table of contents to facilitate its use. A list of all the acts including the basic charter appears at the end of the charter.

Acts of a temporary nature with no general or continuing application, such as bond authorization and validation acts have not been included in this compilation.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF
TENNESSEE:

SECTION 1. Chapter 675 of the Private Acts of 1921, as amended, which is the Charter of the Town of Normandy, is hereby amended in its entirety to read as follows:

SECTION 1. INCORPORATION, NAME, GENERAL POWERS AND
CORPORATE LIMITS.

(a) The Town of Normandy, in Bedford County, and the inhabitants thereof, are hereby continued, constituted and declared a body politic and corporate by the name and style of the Town of Normandy, and by that name shall have perpetual succession, may sue and be sued, plead and be impleaded, in all courts of law and equity, may purchase, receive, and hold real estate for corporate purposes and may dispose of the same for the benefit of the town and may have and use a common seal.

(b) The boundaries of the town shall be as provided in Chapter 675 of the Private Acts of 1921 as specifically described therein and as annexed by ordinance.¹

¹The boundaries of the town as provided by Priv. Acts 1921, ch. 675, are as follows:

"Beginning at a white poplar tree, W. T. Koonce's northwest corner, thence running southwardly with a lane to the southwest corner of C. C. Brandon's lot; thence southwardly to Charles northwest corner; thence running southwardly with Charles west line to the northeast corner of Mrs. C. V. Leming's garden near the cemetery; thence southeastwardly to James Clayton's southwest corner; thence eastwardly with Clayton's line to the Cave Spring; thence northeastwardly to the southeast corner of Mrs. Armstrong's lot; thence north with Mrs. Armstrong's line to said Mrs. Armstrong's northeast corner; thence with said Armstrong's line and Sains and James Sharrock's north line to the creek, thence northwardly with the creek to Charles Hickerson's southwest corner; thence east with Hickerson's south line 300 feet to a stake; thence northwardly to the southeast corner of J. L. Brandon's lot; thence northwardly with said Brandon's line to the River (Duck River); thence running with the river to J. L. Brandon's northwest corner thence westwardly to I. J. Keeling's northeast corner; thence northwestwardly to the north corner of George Holt's lot (known as Red Burk lot) on the N. C. & St. L. Ry., thence southwestwardly to W. T. Koonce's northwest corner, the beginning."

SECTION 2. DEFINITIONS. The following definitions apply in this Charter unless the context otherwise requires:

- (1) "Board" means the Board of Mayor and Aldermen;
- (2) "Department head" means the city administrator, city manager, city recorder, treasurer, police chief, and other department heads that are appointed; and
- (3) "Officer" means the mayor, aldermen, city attorney and city judge:

SECTION 3. ELECTION OF BOARD, REQUIREMENTS FOR OFFICERS, OATHS OF OFFICE, DUTIES OF MAYOR AND VICE MAYOR, DUTIES OF THE BOARD, AND COMPENSATION. The legislative and supervisory powers of the town shall be vested in and exercised by a three (3) member board of aldermen and a mayor, elected under the provisions of this act, and over whose meetings the mayor shall preside. The mayor shall have a voice and a vote on the board. The mayor or mayor pro tem and two (2) aldermen shall constitute a quorum for the transaction of all business, provided, that a lesser number than a quorum may adjourn from time to time.

(a) Election of board.

(1) On the first Tuesday after the first Monday in November every two (2) years, the date on which general elections are held for certain state and national officials as set out in Tennessee Code Annotated, Section 2-3-203, and in accordance with the provisions of Tennessee Code Annotated, Title 6, Chapter 53, which provides for municipal elections, there shall be held a municipal election for the purpose of electing a mayor and aldermen as provided herein.

(2) At the municipal election to be held in November 2002, a mayor shall be elected for a four (4) year term of office. The aldermanic candidate receiving the largest number of votes at said election shall be elected for a four (4) year term of office. The remaining aldermanic seats shall be elected for a two (2) year term of office in order to create staggered terms. The mayor and aldermen shall thereafter be elected for four (4) year terms. The mayor and aldermen shall take office immediately following the election.

(3) The mayor and aldermen shall be elected at large by the registered voters of the Town of Normandy.

(b) Requirements for officers.

(1) No person shall be eligible for the office of mayor unless such person has resided within the town for at least one (1) year next preceding the election.

(2) No person shall be eligible for the office of alderman unless such person has resided within the town for at least one (1) year next preceding the election.

(3) Residence within any area annexed in a year preceding an election shall be counted in meeting the residence requirement of this subsection.

(4) Should the mayor or any alderman move from the town, such office shall be presumed to be vacated, and it shall be declared vacant, and filled as provided elsewhere in this Charter.

(5) No person shall be eligible to serve as mayor or alderman who has not attained the age of twenty-one (21) years.

(c) Oaths of office. The mayor, after the mayor's election, shall take an oath of office to support the constitution of the state and faithfully discharge the duties of the mayor's office, before any officer authorized to administer oaths. This officer or the mayor shall then induct the aldermen into office by administering to them a similar oath of office. Oaths of office shall be on file with the secretary or recorder of the municipality.

(d) Duties of mayor. The mayor

(1) Shall be the chief executive officer of the town, unless the board has appointed a city administrator or city manager, shall serve as ceremonial head of the town, and shall preside at all meetings of the board:

(2) Shall communicate any information needed, and recommend measures the mayor deems expedient to the board;

(3)

(A) Shall make temporary appointments of any officer or department head, except that alderman, arising from the absence, sickness or disability of any such officer or department head, and shall report such appointment to the board at its next regular meeting.

(B) The board may confirm or reject the mayor's temporary appointments, or, at its discretion, make its own temporary appointments. The board shall make appointments to fill vacancies in office;

(4) May call special meetings of the board upon adequate notice to the board and adequate public notice;

(5) Shall state the matters to be considered at a special meeting and the action of the board shall be limited to those matters submitted;

(6) Shall countersign checks and drafts drawn upon the treasury by the treasurer and sign all contracts to which the municipality is a party;

(7) As a member of the board, may make motions and shall have a vote on all matters coming before the board;

(8) Shall make appointments to boards and commissions as authorized by law; and

(9) Shall perform the following duties or may designate a department head or department heads to perform any of the following duties, unless the board has designated otherwise by ordinance:

(A)

(i) Employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with personnel policies and procedures, if any, adopted by the board.

(ii) Nothing in this charter shall be construed as granting a property interest to

employees or department heads in their continued employment;

(B) Act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business; provided, that all purchases shall be made in accordance with policies, practices and procedures established by the board;

(C) Prepare and submit the annual budget and capital program to the board for their adoption by ordinance; and

(D) Such other duties as may be designated or required by the board.

(e) Vice mayor, vacancies in office.

(1) The board shall elect an alderman to the office of vice mayor who shall serve as mayor when the mayor is absent or unable to discharge the duties of the mayor's office, and, in case of a vacancy in the office of mayor, until the next regular municipal election.

(2)

(A) By affirmative vote of a majority of the remaining members, the board shall fill a vacancy in the office of alderman for the unexpired terms, but any portion of an unexpired four (4) year term for alderman or mayor that remains beyond the next municipal election shall be filled by the voters at that election, if the vacancy occurs at least twenty (20) days before the latest time for filing nominating petitions for candidate in that election.

(B) All such elections by the board shall be made by voice vote, on the calling of the roll. If a tie vote occurs in filling a vacancy on the board, the presiding officer shall vote a second time to break the tie.

(f) Duties of the board. In the absence of the mayor and vice mayor, the board may elect an alderman to act as presiding officer.

(g) Compensation.

(1) The compensation of all officers shall be established in the ordinance adopting the annual budget and capital program.

(2) The compensation of the mayor may not be altered during the mayor's term of office.

SECTION 4. POWERS.

(a) Ordinances.

(1) Legislative action which must be exercised by ordinance. Except as otherwise provided by general law or this charter, legislative action of the board shall be by ordinance when granting, renewing or extending public franchises, creating, abolishing or combining departments or offices, authorizing the borrowing of money, regulating the rate charged for its services by a public utility, fixing fees, service charges and utility rates, exercising the police power, levying taxes, adopting the budget, providing a fine or other penalty or establishing a rule or regulation for violation of which a fine or other penalty is imposed, or amending or repealing an existing ordinance.

(2) Ordinance procedure. All ordinances shall begin with the clause, "Be it ordained by the Board of Mayor and Aldermen of the Town of Normandy, Tennessee:". An ordinance may be introduced by any member of the board. The body of the ordinance may be omitted from the minutes on first reading, but reference therein shall be made to the ordinance by title and/or subject matter. Every ordinance shall be passed on two different days, at regular, special or adjourned meetings. Except in the ordinance adopting the budget, no material or substantial amendment may be made on final passage, unless such amendment be passed in the same manner as an amendment to an existing ordinance. Every ordinance shall be effective upon final passage unless by its terms the effective date is deferred. Every ordinance upon final passage shall be signed by the presiding officer of the board, and shall immediately be taken charge of by the recorder or secretary, and by him numbered and preserved and maintained by the recorder or secretary.

(3) Other legislative action. Legislative action other than by ordinance shall be by written resolution, which shall be read

once at a regular or special meeting of the board. In unusual circumstances where preparation of a resolution is impractical, the board may take legislative action by a simple motion that is properly recorded in the minutes of the meeting.

(4) Annual operating budget. The board shall prepare, or have prepared, an annual operating budget for the general fund and such other funds that the town may establish. The budget shall include revenues for each fund listed separately by local, state, federal, and other sources, and expenditures for each fund shall be listed separately by salaries, if any, and other costs. Beginning and ending fund balances shall be shown for each fund.

(b) Powers of the Board of Mayor and Aldermen. The Board of Mayor and Aldermen is hereby empowered to:

(1) Assess, levy and collect taxes for all general and special purposes on all subjects or objects of taxation, and privileges taxable by law for state, county or municipal purposes;

(2) Adopt classifications of the subjects and objects of taxation that are not contrary to law;

(3) Make special assessments for local improvements;

(4) Contract and be contracted with;

(5) Incur debts by borrowing money or otherwise, and give any appropriate evidence thereof, in the manner hereinafter provided;

(6) Issue and give, sell, pledge or in any manner dispose of, negotiable or nonnegotiable interest-bearing or noninterest-bearing bonds, warrants, promissory notes or orders of the municipality, upon the credit of the municipality or solely upon the credit of specific property owned by the municipality or solely upon the credit of income derived from any property used in connection with any public utility owned or operated by the municipality, or solely upon the credit of the proceeds of special assessments for local improvements, or upon any two (2) or more such credits;

(7) Expend the money of the municipality for all lawful purposes;

(8) Acquire or receive and hold, maintain, improve, sell, lease, mortgage, pledge or otherwise dispose of property, real or personal, and any estate or interest therein, within or without the municipality or state;

(9) Condemn property, real or personal, or any easement, interest, or estate or use therein, either within or without the municipality, for present or future public use; the condemnation shall be effected in accordance with the terms and provisions of the general laws of the state of Tennessee;

(10) Take and hold property within or without the municipality or state upon trust; and administer trusts for the public benefit;

(11) Acquire, construct, own, operate, and maintain, or sell, lease, mortgage, pledge or otherwise dispose of public utilities or any estate or interest therein, or any other utility or service to the municipality, its inhabitants, or any part thereof, and, further, may issue debt for these purposes under the Local Government Public Obligations Act, Tennessee Code Annotated, Title 9, Chapter 21;

(12) Grant to any person, firm, association or corporation (including the municipality) franchises for public utilities and public services to be furnished the municipality and those therein. The power to grant franchises embraces the power to grant exclusive franchises. Whenever an exclusive franchise is granted, it shall be exclusive not only as against any other person, firm, association, or corporation, but also against the municipality itself. Franchises may be granted for a period of twenty-five (25) years or less, but not longer. The board may prescribe in each grant of a franchise, the rate, fares, charges and regulations that may be made by the grantee of the franchise in accordance with state and federal law. Franchises may by their terms apply to the territory within the corporate limits of the municipality at the date of the franchises, and as the corporate limits may be enlarged, and to the existing streets, alleys and thoroughfares that thereafter may be opened;

(13) Make contracts with any person, firm, association or corporation for public utilities and public services to be furnished the municipality and those therein. The power to make contracts embraces the power to make exclusive contracts. When an

exclusive contract is entered into, it shall be exclusive against any other person, firm, association or corporation. These contracts may be entered into for a period of twenty-five (25) years or less, but not longer. The board may prescribe in each such contract entered into, the rates, fares, charges, and regulations that may be made by the person, firm, association or corporation with whom the contract is made. Such contracts may by their terms apply to the territory within the corporate limits of the municipality at the date of the contract, and as the corporate limits may be enlarged, and to the then existing streets, alleys and thoroughfares and to any other streets, alleys and other thoroughfares that thereafter may be opened;

(14) Prescribe reasonable regulations regarding the construction, maintenance, equipment, operation and service of public utilities, compel reasonable extensions of facilities for these services, and assess fees for the use of or impact upon these services. Nothing herein shall be construed to permit the alteration or impairment of any of the terms or provisions of any exclusive franchise granted or of any exclusive contract entered into under subdivisions (12) and (13);

(15) Establish, open, relocate, vacate, alter, widen, extend, grade, improve, repair, construct, reconstruct, maintain, light, sprinkle and clean public highways, streets, boulevards, parkways, sidewalks, alleys, parks, public grounds, public facilities, libraries and squares, wharves, bridges, viaducts, subways, tunnels, sewers and drains within or without the corporate limits, regulate their use within the corporate limits, assess fees for the use of or impact upon such property and facilities, and take and appropriate property therefor under the provisions of the general laws of the state of Tennessee;

(16) Construct, improve, reconstruct and reimprove by opening, extending, widening, grading, curbing, guttering, paving, graveling, macadamizing, draining or otherwise improving any streets, highways, avenues, alleys or other public places within the corporate limits, and assess a portion of the cost of these improvements on the property abutting on or adjacent to these streets, highways or alleys; install and maintain traffic control signals within its corporate limits; however, no device shall be installed to control traffic on a state highway without the approval of the commissioner of the Tennessee department of transportation;

(17) Assess against abutting property within the corporate limits the cost of planting shade trees, removing from sidewalks all accumulations of snow, ice, and earth, cutting and removing obnoxious weeds and rubbish, street lighting, street sweeping, street sprinkling, street flushing, and street oiling, the cleaning and rendering sanitary or removing, abolishing, and prohibiting of closets and privies, in such manner as may be provided by general law or by ordinance of the board;

(18) Acquire, purchase, provide for, construct, regulate and maintain and do all things relating to all marketplaces, public buildings, bridges, sewers and other structures, works and improvements;

(19) Collect and dispose of drainage, sewage, ashes, garbage, refuse or other waste, or license and regulate their collection and disposal, and the cost of collection, regulation, or disposal may be funded by taxation, special assessment to the property owner, user fees or other charges;

(20) License and regulate all persons, firms, corporations, companies and associations engaged in any business, occupation, calling, profession or trade not prohibited by law;

(21) Impose a license tax upon any animal, thing, business, vocation, pursuit, privilege or calling not prohibited by law;

(22) Define, prohibit, abate, suppress, prevent and regulate all acts, practices, conduct, business, occupations, callings, trades, use of property and all other things whatsoever detrimental, or liable to be detrimental, to the health, morals, comfort, safety, convenience or welfare of the inhabitants of the municipality, and exercise general police powers;

(23) Prescribe limits within which business occupations and practices liable to be nuisances or detrimental to the health, morals, security or general welfare of the people may lawfully be established, conducted or maintained;

(24) Inspect, test, measure and weigh any article for consumption or use within the municipality, and charge reasonable fees therefor, and provide standards of weights, tests and measures in accordance with general law;

(25) Regulate the location, bulk, occupancy, area, lot, height, construction and materials of all buildings and structures, and inspect all buildings, lands and places as to their condition for health, cleanliness and safety and, when necessary, prevent their use and require any alteration or changes necessary to make them healthful, clean or safe;

(26) Provide and maintain charitable, educational, recreative, curative, corrective, detentive, or penal institutions, departments, functions, facilities, instrumentalities, conveniences and services;

(27) Purchase or construct, maintain and establish a workhouse for the confinement and detention of any person who violates the law within the municipality or contract with the county to keep these persons in the workhouse of the county and provide by that contract and by ordinance for the commitment of these persons to the workhouse so provided;

(28)

(A) Enforce any ordinance, rule or regulation by fines, forfeitures, and penalties, and by other actions or proceedings in any court of competent jurisdiction; and

(B) Provide by ordinance for court costs;

(29) Establish schools, determine the necessary boards, officers and teachers required therefor, and fix their compensation, purchase or otherwise acquire land for or assess a fee for use of, or impact upon, schoolhouses, playgrounds and other purposes connected with the schools, purchase or erect all necessary buildings and do all other acts necessary to establish, maintain and operate a complete educational system within the municipality;

(30) Regulate, tax, license or suppress the keeping or going at large of animals within the municipality, impound them, and in default of redemption, sell or kill them;

(31) Call elections as herein provided; and

(32) Have and exercise all powers that now or hereafter it would be competent for this charter specifically to enumerate, as

fully and completely as though these powers were specifically enumerated.

(c) Meeting Procedures. Meetings of the board shall be conducted in accordance with the latest version of Robert's Rules of Order.

SECTION 5. OFFICERS, DEPARTMENT HEADS, AND OTHER EMPLOYEES.

(a) The board is authorized to create such departments and offices as it determines to be in the best interest of the Town of Normandy. The town may employ such employees that it deems necessary for carrying out the affairs of the town, in accordance with Section 3 of this charter.

(b) City administrator or city manager.

(1) Appointment of city administrator or city manager. The board may appoint a city administrator or city manager who shall be under the control and direction of the board. The city administrator or city manager shall be the chief executive and administrative officer and shall report and be responsible to the board.

(2) Duties of city administrator or city manager. The board may, by ordinance, require the city administrator or city manager to perform any or all of the following duties:

(A) Administer the business of the municipality;

(B) Make recommendations to the board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;

(C) Keep the board fully advised s to the conditions and needs of the municipality;

(D) Report to the board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;

(E) Recommend to the board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;

(F) Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and may propose personnel policies and procedures for approval of the board;

(G) If authorized by the board, in the case of a city administrator, recommend the appointment and/or discipline or dismissal of all city personnel, or in the case of a city manager, have control of all city personnel, including the right to hire, discipline, and fire employees. The city administrator or city manager is not authorized to employ or dismiss a city judge or the city attorney; and

(H) Perform such other duties as may from time to time be designated or required by the board.

(c) City recorder.

(1) Appointment. In the absence of a city administrator or city manager, the board may appoint a city recorder, who also may be appointed to the position of finance director or treasurer or both.

(2) Recorder's functions at board meeting. The recorder or his designee shall be present at all meetings of the board, and keep a full and accurate record of all business transacted by the board to be preserved in permanent form.

(3) Custody of official records.

(A) The recorder or the recorder's designee shall have custody of, and preserve in the recorder's office, the city seal, the public records, original rolls of ordinance, ordinance books, minutes of the board, contracts, bonds, title deeds, certificates, and papers, all official indemnity or security bonds (except the recorder's bond, which shall be in the custody of the mayor), and all other bonds, oaths and affirmations and all other records, papers, and documents not required by this charter or by ordinance to be deposited

elsewhere, and register them by numbers, dates and contents, and keep an accurate and modern index thereof.

(B) All such records shall be the property of the municipality.

(d) Copies of records and ordinances.

(A) The recorder shall provide, copy, and when required by any officer or person, certify copies or records, papers and documents in the recorder's office.

(B) Fees for copying and certification shall be charged as established by ordinance.

(d) City judge, city court.

(1) City judge, jurisdiction, appointment, qualifications and compensation.

(A) There shall be a city court presided over by a city judge appointed by the board.

(B) The city judge shall have jurisdiction in and over all cases for the violation of, and all cases arising under, the laws and ordinances of the municipality.

(C) The city judge shall have the qualifications, term of office, if any, and receive the compensation the board may provide by ordinance.

(D) The board may appoint the general sessions court judge of Bedford County to act as city judge.

(E) Whenever the office of city judge is not filled by the appointment of some other person, the city recorder shall be the city judge.

(F) In the absence or disability of the city judge, the mayor may designate a qualified person to serve as city judge or may, if acceptable to the general sessions court judge of Bedford County, designate such judge to be acting city judge until one can be appointed at the next regularly

scheduled meeting of the board, or as otherwise provided by ordinance.

(2) Power to enforce ordinances.

(A) The city judge may impose fines, costs and forfeitures, and punish by fine for violation of city ordinances.

(B) The judge may preserve and enforce order in the court and enforce the collection of all fines, costs and forfeitures imposed.

(C) In default of payment, or good and sufficient security given for the payment of any fines or forfeitures imposed, the judge shall commit the offender to the workhouse or other place provided for this purpose, and to any labor provided by ordinance until the fines or forfeitures are fully paid at the rate set by general laws and constitutional provisions of the state of Tennessee. No such imprisonment shall exceed the period of time established in the general laws of the state of Tennessee for any one (1) offense. Fines may be paid in installments in the manner provided by ordinance. The city judge may remit, with or without condition, fines and costs imposed for violation of any ordinance provision.

(e) Treasurer, deposits of municipal funds.

(1) Appointment and duties of treasurer.

(A) The board shall appoint a treasurer.

(B) The treasurer shall collect, receive and receipt for the taxes and all other revenue (and bonds) of the municipality, and the proceeds of its bond issues, and disburse them.

(C) The board may appoint the recorder as treasurer.

(2) Depositories of municipal funds. Depositories of the municipal funds shall be designated by ordinance. The board shall require any financial institution that becomes a depository of municipal

funds to secure such funds by collateral in the same manner and under the same conditions as state deposits under Tennessee Code Annotated, Title 9, Chapter 4, Parts 1 and 4, or as provided in a collateral pool created under Tennessee Code Annotated, Title 9, Chapter 4, Part 5.

SECTION 2. This act shall have no effect unless it is approved by a majority of the number of qualified voters of the Town of Normandy voting in an election on the question of whether or not the act should be approved. The ballots used in the regular election to be held in November 2002 shall have printed on them a general summary of this act and the voters shall vote "FOR" or "AGAINST" its approval. The votes cast on the question shall be canvassed and the results proclaimed by the county election commissioners and certified by them to the secretary of state as provided by law in the case of general elections. The qualifications of voters voting on the question shall be the same as those required for participation in general elections. All laws applicable to general elections shall apply to the determination of the approval or rejection of this act.

SECTION 3. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 2.

PASSED: May 29, 2002

s/Jimmy Naifeh
JIMMY NAIFEH, SPEAKER
HOUSE OF REPRESENTATIVES

s/John S. Wilder
JOHN S. WILDER
SPEAKER OF THE SENATE

APPROVED this 11th day of June 2002

s/Don Sundquist
DON SUNDQUIST, GOVERNOR

ACTS COMPRISING THE CHARTER OF THE
TOWN OF NORMANDY, TENNESSEE

YEAR	CHAPTER	SUBJECT
2002	151	Basic charter act.
