

**TITLE 1**

**GENERAL ADMINISTRATION<sup>1</sup>**

**CHAPTER**

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER AND TREASURER.
4. MUNICIPAL ELECTIONS.

**CHAPTER 1**

**BOARD OF MAYOR AND ALDERMEN<sup>2</sup>**

**SECTION**

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Salaries of mayor and aldermen.

**1-101. Time and place of regular meetings.** The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. on the fourth (4th) Monday of each month at the Munford Municipal Building. (1984 Code, § 1-101, modified)

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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 and electrical inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

<sup>2</sup>Charter references

Election and terms: § 6.

Qualifications: § 7.

Quorum: §§ 10 and 30.

Vacancy in office: §§ 11 and 35.

**1-102. 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) Roll call by the recorder.
- (3) Reading of minutes of the previous meeting by the recorder and approval or correction.
- (4) Communications from the mayor.
- (5) Reports from committees, members of the board of mayor and aldermen, and other officers.
- (6) Old business.
- (7) New business.
- (8) Adjournment. (1984 Code, § 1-102)

**1-103. 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. (1984 Code, § 1-103, modified)

**1-104. Salaries of mayor and aldermen.** Effective with the municipal election to be held on the second Saturday in May, 2003, the salary of the mayor shall be \$1,500.00 per month and the salary of each alderman shall be \$200.00 per month. In addition, there will be no salary for committee meetings. (Ord. #2001-04-01, April 2001)

**CHAPTER 2****MAYOR<sup>1</sup>****SECTION**

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

**1-201. Generally supervises city's affairs.** The mayor shall have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1984 Code, § 1-201)

**1-202. Executes city's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1984 Code, § 1-202)

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<sup>1</sup>Charter references

Compensation: § 8.

Powers and duties: § 29.

Qualifications: § 7.

Vacancy in office: § 35.

Veto power: § 34.

## CHAPTER 3

### RECORDER AND TREASURER<sup>1</sup>

#### SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

**1-301. To be bonded.** The recorder and treasurer shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the board of mayor and aldermen. (1984 Code, § 1-301)

**1-302. To keep minutes, etc.** The recorder and treasurer 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. (1984 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder and treasurer shall perform all administrative duties for the board of mayor and aldermen and for the city which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. He shall keep the original volume of the Munford Municipal Code in his custody at all times except in those instances where it is required for litigation in courts. He shall also be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1984 Code, § 1-303)

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<sup>1</sup>Charter references

Compensation: § 8.

Duties: §§ 18 and 24.

Qualifications: § 7.

**CHAPTER 4**

**MUNICIPAL ELECTIONS**

**SECTION**

1-401. Nonresident property owner voting.

**1-401. Nonresident property owner voting.** In accordance with Tennessee Code Annotated, § 2-6-205, nonresident property owners shall cast their municipal ballots as absentee mail ballots. (as added by Ord. #2014-06-01, July 2014)