

**TITLE 1**

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

**CHAPTER**

1. BOARD OF COMMISSIONERS.
2. RECORDER.
3. CITY MANAGER.

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<sup>1</sup>Charter reference

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.

Water and sewers: title 18.

Zoning: title 14.

## CHAPTER 1

### BOARD OF COMMISSIONERS<sup>1</sup>

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Election date.
- 1-105. Ordinance procedure.

**1-101. Time and place of regular meetings.** The board of commissioners shall hold regular monthly meetings at 6:00 P.M. on the first Monday of each month at the Calhoun Municipal Building. (1980 Code, § 1-101)

**1-102. Order of business.** At each meeting of the board of commissioners 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) Grievances from citizens.
- (5) Communications from the mayor.

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#### <sup>1</sup>Charter reference

For detailed provisions of the charter related to the election, and to general and specific powers and duties of, the board of commissioners, see Tennessee Code Annotated, title 6, chapter 20. (There is an index at the beginning of chapter 20 which provides a detailed breakdown of the provisions in the charter.) In addition, see the following provisions in the charter that outline some of the powers and duties of the board of commissioners:

- Appointment and removal of city judge: § 6-21-501.
- Appointment and removal of city manager: § 6-21-101.
- Compensation of city attorney: § 6-21-202.
- Creation and combination of departments: § 6-21-302.
- Subordinate officers and employees: § 6-21-102.
- Taxation
  - Power to levy taxes: § 6-22-108.
  - Change tax due dates: § 6-22-113.
  - Power to sue to collect taxes: § 6-22-115.
- Removal of mayor and commissioners: § 6-20-220.

- (6) Reports from committees, members of the board of commissioners, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1980 Code, § 1-102)

**1-103. General rules of order.** The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the board of commissioners 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. (1980 Code, § 1-103)

**1-104. Election date.** (1) Pursuant to Tennessee Code Annotated, § 6-20-102(c)(1), the election date of the city is changed to the date of the November general election.

(2) Pursuant to Tennessee Code Annotated, § 6-20-102(c)(2)(B), the next election date of the city is the last Thursday in May, 1993, which date is within ninety (90) days of the annual election anniversary of the first election of the board of commissioners, which was May 31, 1961.

(3) The transition period prescribed by Tennessee Code Annotated, § 6-20-102(c)(2)(B) shall begin on the date of the May, 1993 city election, and shall end on the date of the May, 1995 city election. During the transition period, the board of commissioners shall be elected for the following terms:

(a) The three commissioners elected in the May, 1993 election shall be elected for a term expiring on the date of the November general election held in 1996, or until their successors are elected and qualified.

(b) The two commissioners elected in the May, 1995 election shall be elected for a term expiring on the date of the November general election held in 1998, or until their successors are elected and qualified.

(4) Pursuant to Tennessee Code Annotated, § 6-20-102(c)(2)(C), after the transition period prescribed in § 1-105(3) above, the five commissioners of the city shall be elected to four year terms of office. (Ord. #36, Jan. 1994)

**1-105. Ordinance procedure.** Pursuant to Tennessee Code Annotated, § 6-20-215, only the caption of proposed ordinances shall be read on both readings. (Ord. #52, May 1999, modified)

## CHAPTER 2

### RECORDER<sup>1</sup>

#### SECTION

1-201. To be bonded.

1-202. To keep minutes, etc.

1-203. To perform general clerical duties, etc.

**1-201. To be bonded.** Pursuant to Tennessee Code Annotated, § 6-21-104, the recorder shall, before entering upon his duties, execute a fidelity bond in the amount of five thousand dollars (\$5,000.00), with a surety company authorized to do business in the State of Tennessee as surety. (1980 Code, § 1-301)

**1-202. To keep minutes, etc.** The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book. (1980 Code, § 1-302)

**1-203. To perform general clerical duties, etc.** The recorder shall perform all administrative duties for the board of commissioners for the city which are not assigned by the charter, this code, or the board of commissioners. He 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. (1980 Code, § 1-303)

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<sup>1</sup>Charter references

For charter provisions outlining the duties and powers of the recorder, see Tennessee Code Annotated, title 6, chapter 21, part 4, and title 6, chapter 22. Where the recorder also serves as the treasurer, see Tennessee Code Annotated, title 6, chapter 22, particularly § 6-22-119.

**CHAPTER 3****CITY MANAGER<sup>1</sup>****SECTION**

1-301. To be bonded.

1-302. Generally supervises city's affairs.

**1-301. To be bonded.** Pursuant to Tennessee Code Annotated, § 6-21-104, the city manager shall, before entering upon his duties, execute a fidelity bond in the amount of five thousand dollars (\$5,000.00), with a surety company authorized to do business in the State of Tennessee as surety. (1980 Code, § 1-201)

**1-302. Generally supervises city's affairs.** The city manager shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his responsibilities. (1980 Code, § 1-202)

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<sup>1</sup>Charter reference

For charter provisions outlining the appointment and removal of the city manager, see Tennessee Code Annotated, title 6, chapter 21, part 1, particularly § 6-21-101.