

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Procedures governing passage of resolutions and ordinances.
- 1-105. Requirements for items of business to be put on agenda.

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.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Elections: Sections 3 and 6.

General Powers: Section 7.

Granting of Franchises: Section 17.

Number of Board Members and Qualifications: Section 3.

Oath of Office: Section 4.

Taxation and Tax Collection: Sections 8 and 15.

Terms of Office: Section 5.

Vacancies in Office: Section 5.

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 first Thursday of each month at the town hall. (Ord. No. 74-3, modified)

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) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the board of mayor and aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (Ord. No. 74-3)

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.

1-104. Procedures governing passage of resolutions and ordinances.

- (1) Resolutions and ordinances defined.
 - (a) Ordinances are general laws to be applied alike to all persons, circumstances, and relationships coming under the jurisdiction of the Town of Gainesboro.
 - (b) Resolutions are those matters of business which may be brought before the board of mayor and aldermen of an administrative nature having a "one-time" effect and not having the effect of a general law. Example: Resolutions would cover such matters as salaries or bonuses for employees, purchase of office or equipment or furnishings, further study of a proposal that might become a general law.
- (2) A resolution shall take effect upon its being clearly stated for the record and upon its approval by a majority vote of the board of mayor and aldermen.
- (3) An ordinance shall become law and take effect and remain in effect from the date of its passage. Passage of an ordinance shall be by yeas vote of a majority of the board of mayor and aldermen on both a first and second reading. (Ord. No. 74-3)

1-105. Requirements for items of business to be put on agenda. All items to be considered by the mayor and board of aldermen must be submitted to the recorder three (3) days prior to each meeting to be placed on the agenda. No action can be taken on any item that is not on the agenda. This pertains to visitors as well as the board and mayor of aldermen. (Ord. #91-1-1, § 2, Jan. 1991)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises town's affairs.

1-202. Executes town's contracts.

1-203. Mayor to serve as purchasing agent.

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

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen.

1-203. Mayor to serve as purchasing agent. (1) As provided in Tennessee Code Annotated 6-56-301, et seq., the office of purchasing agent is hereby created and the mayor shall faithfully discharge the duties of said office or appoint an individual to make purchases for the town. Purchases shall be made in accordance with the Municipal Purchasing Law of 1983 and amendments thereto, this ordinance and purchasing procedures approved by the board of mayor and aldermen.

(2) The purchasing agent, or designated representative, as provided herein, shall purchase materials, supplies, services, and equipment, provide for leases and lease-purchases and dispose of surplus property.

(3) The purchasing agent shall have the authority to make purchases, leases, and lease purchases of more than one thousand dollars (\$1,000) and less than two thousand five hundred dollars (\$2,500) singly or in the aggregate during any fiscal year, and, except as otherwise provided herein, shall require three (3) competitive bids or quotations, either verbal or written, whenever possible prior to each purchase. Competitive bids or quotations for the purchase of items which cost less than one thousand dollars (\$1,000) are desirable but not mandatory. All competitive bids or quotations received shall be recorded and maintained in the office of the purchasing agent for a minimum of two (2) years after audit. When requisitions are required, the competitive bids or quotations

¹Charter references

Duties of Mayor: Section 10.

Elections: Sections 3 and 6.

Oath of Office: Section 4.

Term of Office: Section 5.

Vacancy in Office: Section 5.

received shall be listed upon that document prior to the issuance of the purchase order. Awards shall be made to the lowest responsible bidder.

A description of all projects or purchases, except as herein provided, which require the expenditure of town funds of two thousand five hundred dollars (\$2,500) or more shall be prepared by the purchasing agent and submitted to the board of mayor and aldermen for authorization to call for bids or proposals. After the determination that adequate funds are budgeted and available for a purchase, the board of mayor and aldermen may authorize the purchasing agent to advertise for bids or proposals. The award of purchases, leases, or lease-purchases of two thousand five hundred dollars (\$2,500) or more shall be made by the board of mayor and aldermen to the lowest responsible bidder.

Purchases amounting to two thousand five hundred dollars (\$2,500) or more, which do not require public advertising and sealed bids or proposals, may be allowed only under the following circumstances and, except as otherwise provided herein, when such purchases are approved by the board of mayor and aldermen:

(1) Sole source of supply or proprietary products as determined after complete search by using department and the purchasing agent, with board approval.

(2) Emergency expenditures with subsequent approval of the board. The person authorizing the emergency purchases shall prepare a report to the chief executive officer and the board as soon as possible, specifying the amount paid, the item(s) purchased, from whom the purchase(s) was made, and the nature of the emergency.

(3) Purchases from instrumentalities created by two (2) or more cooperating governments.

(4) Purchases from non-profit corporations whose purpose or one of whose purposes is to provide goods or services specifically to municipalities.

(5) Purchases, leases, or lease-purchases of real property.

(6) Purchases, leases, or lease-purchases, from any federal, state, or local governmental unit or agency, of second-hand articles or equipment or other materials, supplies, commodities, and equipment.

(7) Purchases through other units of governments as authorized by the Municipal Purchasing Law of 1983.

(8) Purchases directed through or in conjunction with the State Department of General Services.

(9) Purchases from Tennessee State Industries.

(10) Professional Service Contracts as provided in Tennessee Code Annotated, section 12-4-106.

(11) Tort Liability Insurance as provided in Tennessee Code Annotated, section 29-20-407.

(12) Purchases of fuels, fuel products, or perishable commodities. A record of all such purchases shall be made by the person or body authorizing such purchases and shall specify the amount paid, the items purchased, and

from whom the purchase was made. A report of such purchases shall be made, at least monthly, to the board of mayor and aldermen and shall include all items of information as required in the record.

The purchasing agent shall be responsible for compliance with these procedures and the Municipal Purchasing Law of 1983, as amended, including required records and reports, as if they were set out herein and made a part hereof and within definitions of words and phrases from the law as herein defined.

CHAPTER 3

RECORDER¹

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 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.

1-302. 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.

1-303. To perform general administrative duties, etc. The recorder shall perform administrative duties as assigned by the board of mayor and aldermen. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers.

¹Charter references

Election of Recorder: Section 9.

Term and Duties: Section 11.