

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. CITY ADMINISTRATOR.
5. WARDS.

#### CHAPTER 1

### BOARD OF MAYOR AND ALDERMEN

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. Citizen's forum.
- 1-104. General rules of order.
- 1-105. Dates of elections.
- 1-106. Salary of 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 first Tuesday of each month at the city hall. If the regular meeting date falls on a holiday or for other valid reasons, the meeting date may be changed with adequate public notice. (1994 Code, § 1-101)

**1-102. Order of business.** At each regular meeting of the board of mayor and aldermen, the following 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) Determination of quorum.

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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, electrical and gas inspectors: title 12.

Utilities: title 18.

Wastewater treatment: title 18.

Zoning: title 14.

- (3) Approval of minutes.
  - (4) Department reports.
  - (5) Presentations.
  - (6) Old business.
  - (7) Consent agenda.
  - (8) New business.
  - (9) Mayor/aldermen comments.
  - (10) Adjournment.
- (Ord. #2006-17, Dec. 2006)

**1-103. Citizen's forum.** A public citizen's forum shall be conducted during the regular monthly workshop meeting of the board of mayor and aldermen beginning at 5:30 P.M. and before the regular monthly meeting of the board of mayor and aldermen beginning at 6:45 P.M. Any person wishing to address the board shall make such request by placing their name, address and the topic of their comments on a sign-in sheet provided for that purpose no later than fifteen (15) minutes prior to the beginning of the citizen's forum. Each person shall be allowed a maximum of three (3) minutes to speak during the comment period. The monthly citizen's forum will be recorded on a separate video recording and is not to be recorded on the official meeting audio or video recordings. The citizen's forum sessions may be televised on La Vergne channel 3. Minutes for the citizen's forum shall not be taken. The board of mayor and aldermen shall not be asked to answer any questions or asked to comment on the topic presented, but will take all topics presented under advisement. (1994 Code, § 1-103, as replaced by Ord. #2010-24, Jan. 2011, and amended by Ord. #2014-25, Jan. 2015)

**1-104. General rules of order.** The rules of order and parliamentary procedure contained in Robert's Rules of Order, 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. (1994 Code, § 1-104, modified)

**1-105. Dates of elections.** Pursuant to the Tennessee Code Annotated, § 6-3-104, the date of the La Vergne city election is hereby set on the first Tuesday after the first Monday in November in each even calendar year. (1994 Code, § 1-105, as amended by Ord. #2005-16, Aug. 2005)

**1-106. Salary of aldermen.** The salary for each of the four aldermen shall be fixed initially at three thousand six hundred and no/100 dollars (\$3,600.00) per year. (1994 Code, § 1-106)

**CHAPTER 2**

**MAYOR<sup>1</sup>**

**SECTION**

1-201. Salary.

1-202. [Deleted.]

**1-201. Salary.** The salary for the mayor shall be fixed at fifteen thousand and no/100 dollars (\$15,000.00) per year. (1994 Code, § 1-202)

**1-202. [Deleted].** (Ord. #2008-7, May 2008, as deleted by Ord. #2010-28, March 2011)

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<sup>1</sup>Charter 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.

Ord. #89-8 states the term of office of the mayor shall be four (4) years.

**CHAPTER 3****RECORDER<sup>1</sup>****SECTION**

1-301. To perform general administrative duties.

1-302. To charge for copies of records, etc.

**1-301. To perform general administrative duties.** 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 of mayor and aldermen to another corporate officer. (1994 Code, § 1-302)

**1-302. To charge for copies of records, etc.** The recorder shall provide, when requested by any person, copies or certified copies of records, papers, and documents in his office, and charge therefor, for use of the city, the appropriate fee as listed by title 20, chapter 5. (1994 Code, § 1-303, as amended by Ord. #2005-32, Jan. 2006, modified)

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<sup>1</sup>Charter references

City recorder: § 6-4-201 et seq.

Recorder as treasurer: § 6-4-401(c).

## CHAPTER 4

### CITY ADMINISTRATOR

#### SECTION

1-401. Office created.

1-402. Powers and duties.

1-403. Compensation.

**1-401. Office created.** There is hereby created and established the position of city administrator. The city administrator shall be appointed by the board of mayor and aldermen (herein board) wholly on the basis of administrative ability and qualifications and shall hold office for and at the pleasure of the board. The city administrator shall devote full time to the duties of his/her office. (1994 Code, § 1-401, as replaced by Ord. #2010-28, March 2011)

**1-402. Powers and duties.** The city administrator shall act under the direction and control of and shall be responsible to the board and shall perform the following duties:

(1) Duties listed in Tennessee Code Annotated, § 6-4-101;

(2) 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;

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

(4) Such other duties as may be designated or required by the board. (Ord. #2008-07, May 2008, as replaced by Ord. #2010-28, March 2011, and Ord. #2011-32, Jan. 2012)

**1-403. Compensation.** The city administrator shall receive such compensation as the board shall from time to time direct. (1994 Code, § 1-403)

**CHAPTER 5****WARDS****SECTION**

1-501. Wards of the city.

**1-501. Wards of the city.** The City of La Vergne shall consist of one ward and the number of aldermen under the newly adopted form of government for the City of La Vergne, said form being found in Tennessee Code Annotated, §§ 6-1-101 to 6-4-402, shall be four (4). (1994 Code, § 1-501)