

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

¹Charter reference

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Fire department: title 7, ch. 3.

Utilities: titles 18 and 19.

Water and sewers: title 18.

Zoning: title 14.

CHAPTER 1

BOARD OF COMMISSIONERS¹

SECTION

- 1-101. Election for commissioners.
- 1-102. Time and place of regular meetings.
- 1-103. Order of business.
- 1-104. General rules of order.
- 1-105. Compensation.
- 1-106. Elections.
- 1-107. Reading of ordinances.

1-101. Election for commissioners. Regular municipal elections for the City of Tennessee Ridge shall be held in each odd numbered year on the fourth Saturday of April by the Houston County Election Commission. (1976 Code, § 1-101)

1-102. Time and place of regular meetings. The board of commissioners shall hold regular monthly meetings at 7:00 P.M. on the first Monday of each month at the city hall, Tennessee Ridge, Tennessee. (1976 Code, § 1-102, as amended by Ord. #10-89, Dec. 1989, and Ord. #2002-3, Jan. 2003)

¹Charter 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.

1-103. 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 and other commissioners.
- (6) Reports from the city manager, other officers, and committees.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1976 Code, § 1-103)

1-104. 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. (1976 Code, § 1-104)

1-105. Compensation. The mayor and commissioners shall receive the sum of fifty dollars (\$50.00) as compensation for each regular, recessed, adjourned or special called meeting.

For every other non-voting meeting attended on behalf of the City of Tennessee Ridge; i.e., committee meeting, the mayor and commissioners so attending shall receive the sum of thirty-five dollars (\$35.00) as compensation.

The maximum amount of money to be received by the Mayor and Commissioners of the City of Tennessee Ridge shall not exceed one hundred thirty-five dollars (\$135.00) in one month, regardless of the number of meetings attended. (Ord. #2001-8, Sept. 2001, as amended by Ord. #2006-50, June 2006)

1-106. Elections. Beginning with the municipal election in the year 2003, the election shall be held on the fourth Tuesday of March and thereafter on the fourth Tuesday of March of every odd numbered year. (Ord. #2001-1, Feb. 2001)

1-107. Reading of ordinances.¹ In accordance with Tennessee Code Annotated, § 6-20-215, only the caption of an ordinance, instead of the entire ordinance, shall be read in open session before adoption on both the first and second readings. (Ord. #96-2, May 1996)

¹Charter reference

Ordinances: §§ 6-20-214, 6-20-215, 6-20-217, and 6-20-218.

CHAPTER 2
CITY MANAGER¹

SECTION

1-201. To be bonded.

1-201. To be bonded. Pursuant to Tennessee Code Annotated, § 6-21-104 the city manager shall, before entering upon his duties,² execute a fidelity bond in the amount of ten thousand dollars (\$10,000.00), with a surety company authorized to do business in the State of Tennessee as surety.

The cost of this bond shall be paid by the City of Tennessee Ridge. (1976 Code, § 1-201)

¹Charter 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.

²Charter references

For specific charter provisions related to the duties and powers of the city manager, see the sections indicated:

Administrative head of city: § 6-21-107.

Appointment and removal of officers and employees: §§ 6-21-102, 6-21-108, 6-21-401, 6-21-601, 6-21-701 and 6-21-704, 6-22-101.

General and specific administrative powers: § 6-21-108.

School administration: § 6-21-801.

Supervision of departments: § 6-21-303.

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

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

1-301. 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 ten thousand dollars (\$10,000.00), with a surety company authorized to do business in the State of Tennessee as surety.

The cost of this bond shall be paid by the City of Tennessee Ridge. (1976 Code, § 1-301)

1-302. To charge for copies of records, etc. When the recorder provides copies of records, papers, and documents in his office he shall charge therefor the following fees:

1. For accident reports..... \$1.00
2. For other records, papers, and documents.25 per page for
1st 2 pages and
\$.10 per page for
all pages thereafter.

(1976 Code, § 1-302)

¹Charter 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 4

MAYOR

SECTION

- 1-401. Commissioner designated as mayor.
- 1-402. Mayor to be elected by popular vote.
- 1-403. Term.

1-401. Commissioner designated as mayor. One of the three (3) commissioner positions to be chosen in the 2007 election be, and is hereby, designated as that of the mayor. (as added by Ord. #2006-48, May 2006)

1-402. Mayor to be elected by popular vote. The popular election of the mayor shall take effect at the next regular city election in the year 2007 at which the mayor and two (2) other commissioners shall be chosen by the people. (as added by Ord. #2006-48, May 2006)

1-403. Term. The person who qualifies who qualifies for and runs for the mayor position and receives the most votes shall become the mayor for a term of four (4) year to have the same powers and duties as a commissioner chosen as mayor by the board of commissioners. (as added by Ord. #2006-48, May 2006)