

**TITLE 1**

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

**CHAPTER**

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

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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 inspector: title 12.  
Fire department: title 7.  
Utilities: titles 18 and 19.  
Wastewater treatment: title 18.  
Zoning: title 14.

## CHAPTER 1

### BOARD OF MAYOR AND ALDERMEN<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. Municipal elections and terms of office.

1-105. Town personnel.

**1-101. Time and place of regular meetings.** The board of mayor and aldermen shall hold regular monthly meetings at 4:00 P.M. on the 3rd Monday of each month at the town hall. (1996 Code, § 1-101, 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, aldermen, and other officers.

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#### <sup>1</sup>Charter references

For charter provisions related to the board of mayor and aldermen, see *Tennessee Code Annotated*, title 6, chapter 3. For specific charter provisions related to the board of mayor and aldermen, see the following sections:

Town administrator: § 6-4-101.

Compensation: § 6-3-109.

Duties of mayor: § 6-3-106.

Election of the board: § 6-3-104.

Oath: § 6-3-105.

Ordinance procedure

Publication: § 6-2-101.

Readings: § 6-2-102.

Residence requirements: § 6-3-103.

Vacancies in office: § 6-3-107.

Vice-mayor: § 6-3-107.

- (7) Old business.
- (8) New business.
- (9) Adjournment. (1996 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. (1996 Code, § 1-103, modified)

**1-104. Municipal elections and terms of office.** The election of town officials shall be held on the second Saturday of June in each odd numbered year. The town officials shall consist of a mayor and four (4) aldermen elected at large to serve for a term of four years or until their successors are named. Their terms of office shall begin on July 1 next after their election.

(1996 Code, § 1-104, as amended by Ord. #03-17-14-01, \_\_\_\_\_, modified)

**1-105. Town personnel.** The board of mayor and aldermen shall employ, promote and discharge all employees and department heads. (1996 Code, § 1-105)

## CHAPTER 2

### MAYOR<sup>1</sup>

#### SECTION

1-201. Generally supervises town's affairs.

1-202. Executes town's contracts.

1-203. Duties as town administrator.

**1-201. Generally supervises town's affairs.** The mayor 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 executive responsibilities. (1996 Code, § 1-201)

**1-202. Executes town's contracts.** The mayor shall execute all contracts authorized by the board of mayor and aldermen. (1996 Code, § 1-202)

**1-203. Duties as town administrator.** The mayor or the mayor's designee, shall perform the duties of town administrator as described in *Tennessee Code Annotated*, § 6-4-101. (1996 Code, § 1-203)

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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.

**CHAPTER 3****RECORDER<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 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. (1996 Code, § 1-301)

**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. (1996 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the board of mayor and aldermen and for the town which are not assigned by the charter, this code, or the board to another corporate officer. 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 town shall provide. (1996 Code, § 1-303)

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<sup>1</sup>Charter references

Recorder: §§ 6-4-201 *et seq.*

Recorder as treasurer: § 6-4-401(c).

Recorder as judge: § 6-4-301(b)(1)(C).