

TITLE 1

ADMINISTRATION, OFFICERS AND PERSONNEL¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. VICE-MAYOR.
4. RECORDER.
5. POLICE AND ARREST.
6. CITY COURT.
7. SOCIAL SECURITY.
8. WORK, VACATION AND SICK LEAVE, AND HOLIDAY REGULATIONS.
9. PERSONNEL REGULATIONS.
10. ORDINANCE ADOPTION PROCEDURES.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Departmental liaisons

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. in the months of November through March and at 8:00 P.M. in the months of April through October with all meetings being on the first Monday of each month at the City Hall.

¹Charter references

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

Municipal code reference

Gas inspectors: title 4.

Fire Department: title 7.

Utilities: title 13.

Wastewater treatment: title 8.

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.

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 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. Departmental liaisons. In the first regular meeting in June of each odd numbered year the mayor shall recommend to the board of mayor and aldermen individual aldermen to be appointed liaison to the following departments of the municipal government of the City of Friendship. They are as follows:

Public Works
Police and Fire
Recreation
Industrial Development

The board of mayor and aldermen shall either confirm the mayor's recommendation or substitute their own appointment in lieu thereof.

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

1-201. Generally supervises city's affairs. The mayor shall have general supervision of all city 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 city's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen.

¹Charter references
Sections 3, 14, and 15

CHAPTER 3

VICE-MAYOR

SECTION

1-301. Appointment.

1-302. Powers and duties.

1-303. Vacancy in the office of mayor.

1-301. Appointment. The board of mayor and aldermen, at the first regular meeting following each biennial election, shall elect from its membership an alderman to be a vice-mayor for a term of two years.

1-302. Powers and duties. The vice-mayor shall have and perform the same powers and duties of the mayor during the mayor's temporary absence or inability to act.

1-303. Vacancy in the office of mayor. When a vacancy occurs in the office of mayor, the vice-mayor shall immediately assume the office of mayor for the remainder of the unexpired term.

CHAPTER 4

RECORDER¹

SECTION

1-401. To be bonded.

1-402. To keep minutes, etc.

1-403. To perform general administrative duties, etc.

1-401. 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 provided it is not less than four thousand dollars (\$4,000.00).

1-402. 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.

1-403. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of mayor and aldermen and for the city which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers.

¹Charter reference
Section 10.

CHAPTER 5

POLICE AND ARREST

SECTION

- 1-501. Policemen subject to chief's orders.
- 1-502. Policemen to preserve law and order, etc.
- 1-503. When policemen to make arrests.
- 1-504. Disposition of persons arrested.
- 1-505. Citations in lieu of arrest in non-traffic cases.
- 1-506. Summonses in lieu of arrest.
- 1-507. Police department records.

1-501. Policemen subject to chief's orders. All policemen shall obey and comply with such orders and administrative rules and regulations as the police chief may officially issue.

1-502. Policemen to preserve law and order, etc. Policemen shall preserve law and order within the city. They shall patrol the city and shall assist the city court during the trial of cases. Policemen shall also promptly serve any legal process issued by the city court.

1-503. When policemen to make arrests.¹ Unless otherwise authorized or directed in this code or other applicable law, an arrest of the person shall be made by a policeman in the following cases:

- (1) Whenever he is in possession of a warrant for the arrest of the person.
- (2) Whenever an offense is committed or a breach of the peace is threatened in the officer's presence by the person.
- (3) Whenever a felony has in fact been committed and the officer has reasonable cause to believe the person has committed it.

1-504. Disposition of persons arrested. (1) For code or ordinance violations. Unless otherwise provided by law, a person arrested for a violation of this code or other city ordinances shall be brought before the city court. However, if the city court is not in session, the arrested person shall be allowed to post bond with the city court clerk, or, if the city court clerk is not available, with the ranking police officer on duty. If the arrested person fails or refuses

¹Municipal code reference

Issuance of citation in lieu of arrest in traffic cases: title 9, chapter 7.

to post bond, he shall be confined pending his release by the city judge. In addition, if the arrested person is under the influence of alcohol or drugs when arrested, even if he is arrested for an offense unrelated to the consumption of alcohol or drugs, the person shall be confined until he does not pose a danger to himself or to any other person.

(2) Felonies or misdemeanors. A person arrested for a felony or a misdemeanor shall be disposed of in accordance with applicable federal and state law and the rules of the court which has jurisdiction over the offender.

1-505. Citations in lieu of arrest in non-traffic cases.¹ Pursuant to Tennessee Code Annotated, section 7-63-101 et seq., the board of mayor and aldermen appoints the fire chief in the fire department to be a special officer having the authority to issue citations in lieu of arrest. The fire chief in the fire department shall have the authority to issue citations in lieu of arrest for violations of the provisions of chapter 1 of Title 7 this municipal code of ordinances.

The citation in lieu of arrest shall contain the name and address of the person being cited and such other information necessary to identify and give the person cited notice of the charges against him, and state a specific date and place for the offender to appear and answer the charges against him. The citation shall also contain an agreement to appear, which shall be signed by the offender. If the offender refuses to sign the agreement to appear, the special officer in whose presence the offense was committed shall immediately arrest the offender and dispose of him in accordance with Tennessee Code Annotated, section 7-63-104.

It shall be unlawful for any person to violate his agreement to appear in court, regardless of the disposition of the charge for which the citation in lieu of arrest was issued.

1-506. Summonses in lieu of arrest. Pursuant to Tennessee Code Annotated, section 7-63-201 et seq., which authorizes the board of mayor and aldermen to designate certain city enforcement officers the authority to issue ordinance summonses in the areas of sanitation, litter control and animal control, the board designates the director and the assistant director in the public works department to issue ordinance summonses in those areas. These enforcement officers may not arrest violators or issue citations in lieu of arrest, but upon witnessing a violation of any ordinance, law or regulation in the areas

¹Municipal code reference

Issuance of citations in lieu of arrest in traffic cases: title 9, chapter 7.

of sanitation, liter control or animal control, may issue an ordinance summons and give the summons to the offender.

The ordinance summons shall contain the name and address of the person being summoned and such other information necessary to identify and give the person summons notice of the charge against him, and state a specific date and place for the offender to appear and answer the charges against him. The ordinance summons shall also contain an agreement to appear, which shall be signed by the offender. If the offender refuses to sign the agreement to appear, the enforcement officer in whose presence the offense occurred may (1) have a summons issued by the clerk of the city court, or (2) may seek the assistance of a police officer to witness the violation. The police officer who witnesses the violation may issue a citation in lieu of arrest for the violation, or arrest the offender for failure to sign the citation in lieu of arrest. If the police officer makes an arrest, he shall dispose of the person arrested as provided in section 1-505 above.

It shall be unlawful for any person to violate his agreement to appear in court, regardless of the disposition of the charge for which the ordinance summons was issued.

1-507. Police department records. The police department shall keep a comprehensive and detailed daily record, in permanent form, showing at a minimum:

(1) All known or reported offenses and/or crimes committed within the corporate limits.

(2) All arrests made by policemen.

(3) All police investigations made, funerals convoyed, fire calls answered, and other miscellaneous activities of the police department.

CHAPTER 6

CITY COURT¹

SECTION

- 1-601. City judge.
- 1-602. Maintenance of docket.
- 1-603. Issuance of arrest warrants.
- 1-604. Issuance of summonses.
- 1-605. Issuance of subpoenas.
- 1-606. Appearance bonds authorized.
- 1-607. Imposition of fines, penalties, and costs.
- 1-608. Appeals.
- 1-609. Bond amounts, conditions, and forms.
- 1-610. Disposition and report of fines, penalties, and costs.
- 1-611. Disturbance of proceedings.

1-601. City judge. The officer designated by the charter to handle judicial matters within the city shall preside over the city court and shall be known as the city judge.

1-602. Maintenance of docket. The city judge shall keep a complete docket of all matters coming before him in his judicial capacity. The docket shall include for each defendant such information as his name; warrant and/or summons numbers; alleged offense; disposition; fines, penalties, and costs imposed and whether collected; whether committed to jail; and all other information which may be relevant.

1-603. Issuance of arrest warrants.² The city judge shall have the power to issue warrants for the arrest of persons charged with violating municipal ordinances.

1-604. Issuance of summonses. When a complaint of an alleged ordinance violation is made to the city judge, the judge may in his discretion, in

¹Charter reference
Section 15.

²State law reference
For authority to issue arrest warrants see Tennessee Code Annotated, title 40, chapter 5.

lieu of issuing an arrest warrant, issue a summons ordering the alleged offender personally to appear before the city court at a time specified therein to answer to the charges against him. The summons shall contain a brief description of the offense charged but need not set out verbatim the provisions of the municipal code or ordinance alleged to have been violated. Upon failure of any person to appear before the city court as commanded in a summons lawfully served on him, the cause may be proceeded with ex parte, and the judgment of the court shall be valid and binding subject to the defendant's right of appeal.

1-605. Issuance of subpoenas. The city judge may subpoena as witnesses all persons whose testimony he believes will be relevant and material to matters coming before his court, and it shall be unlawful for any person lawfully served with such a subpoena to fail or neglect to comply therewith.

1-606. Appearance bonds authorized. When the city judge is not available or when an alleged offender requests and has reasonable grounds for a delay in the trial of his case, he may, in lieu of remaining in jail pending disposition of his case, be allowed to post an appearance bond with the city judge or, in the absence of the judge, with the city court clerk, or in the absence of the city court clerk, with the ranking police officer on duty at the time, provided such alleged offender is not under the influence of alcohol or drugs.

1-607. Imposition of fines, penalties, and costs. All fines, penalties, and costs shall be imposed and recorded by the city judge on the city court docket in open court.

In all cases heard or determined by him, the city judge shall tax in the bill of costs the same amounts and for the same items allowed in courts of general sessions¹ for similar work in state cases.

Persons convicted or fined, against whom forfeitures are taken in the city court, or who fail or refuse to pay their fines or forfeitures, may be confined in the municipal or county jail and required to work out such fine at the rate of five dollars (\$5.00) per day for no more than ten (10) days.

1-608. Appeals. Any defendant who is dissatisfied with any judgment of the city court against him may, within ten (10) days² next after such judgment

¹State law reference

Tennessee Code Annotated, section 8-21-401.

²State law reference

is rendered, appeal to the next term of the circuit court upon posting a proper appeal bond.

1-609. Bond amounts, conditions, and forms. An appearance bond in any case before the city court shall be in such amount as the city judge shall prescribe and shall be conditioned that the defendant shall appear for trial before the city court at the stated time and place. An appeal bond in any case shall be in such sum as the city judge shall prescribe, not to exceed the sum of two hundred and fifty dollars (\$250.00), and shall be conditioned that if the circuit court shall find against the appellant the fine or penalty and all costs of the trial and appeal shall be promptly paid by the defendant and/or his sureties. An appearance or appeal bond in any case may be made in the form of a cash deposit or by any corporate surety company authorized to do business in Tennessee or by two (2) private persons who individually own real property within the county. No other type bond shall be acceptable.

1-610. Disposition and report of fines, penalties, and costs. All funds coming into the hands of the city judge in the form of fines, penalties, costs, and forfeitures shall be recorded by him and paid over daily to the city. At the end of each quarter he shall submit to the board of mayor and aldermen a report accounting for the collection or noncollection of all fines, penalties, and costs imposed by his court during the current month and to date for the current fiscal year.

1-611. Disturbance of proceedings. It shall be unlawful for any person to create any disturbance of any trial before the city court by making loud or unusual noises, by using indecorous, profane, or blasphemous language, or by any distracting conduct whatsoever.

(...continued)

Tennessee Code Annotated, section 27-5-101.

CHAPTER 7

SOCIAL SECURITY

SECTION

- 1-701. Policy and purpose as to coverage.
- 1-702. Necessary agreements to be executed.
- 1-703. Withholdings from salaries or wages.
- 1-704. Appropriations for employer's contributions.
- 1-705. Records and reports.
- 1-706. Exemption from coverage.

1-701. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this city to provide for all eligible employees and officials of the city, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the city shall take such action as may be required by applicable state and federal laws or regulations.

1-702. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

1-703. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations.

1-704. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations.

1-705. Records and reports. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

1-706. Exemption from coverage. There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any employee or official not authorized to be covered by applicable state and federal laws or regulations.

CHAPTER 8

WORK, VACATION AND SICK LEAVE, AND HOLIDAY REGULATIONS

SECTION

- 1-801. Applicability of chapter.
- 1-802. Work attendance.
- 1-803. Holidays.
- 1-804. Vacation leave.
- 1-805. Sick leave.
- 1-806. Absence without leave.
- 1-807. Absence without pay.
- 1-808. Leave without pay.

1-801. Applicability of chapter. This chapter shall apply to all full-time municipal officers and employees, except those operating under the jurisdiction of a school, utility or other separate board or commission.

1-802. Work attendance. All full-time employees of the city shall be in attendance at their regular work and at their regular place of work as may be designated by the department head under whose supervision such employees shall work. The head of every city department shall keep a daily attendance record of the employees working under such supervisor and shall report the same to the mayor.

1-803. Holidays. (1) Except and in addition to such other holidays as may be from time-to-time declared by the board of mayor and aldermen, the following days shall be official holidays for employees of the City of Friendship:

<u>Holiday Name</u>	<u>Holiday Date</u>
New Year's Day	January 1st of each year
Memorial Day	Last Monday in May of each year
Independence Day	July 4th of each year
Labor Day	First Monday in September of each year
Thanksgiving Day	Fourth Thursday in November of each year
Christmas Day	December 25th of each year

(2) When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, and when a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

(3) All full-time employees of the city shall be compensated for any holiday granted in this chapter or otherwise designated by the board of mayor and aldermen by receiving eight (8) hours off with pay on the date of the holiday. However, in the interest of continuing essential municipal services, any city employee may be required to work on any holiday. Working on any holiday is a condition of employment for all city employees. Employees who are required to work on any holiday shall be paid double their regular pay for each hour they work on that holiday.

(4) No employee shall be authorized to work on a holiday without the prior command or approval of the head of the department for whom the employee works. However, the board of mayor and aldermen may from time to time prescribe such other rules, regulations and limitations on overtime work as it desires.

(5) Any employee who is absent without leave on any working day immediately preceding or immediately following any holiday shall not be entitled to be paid for such holiday.

1-804. Vacation leave. (1) All regular and full-time employees of the city who have been employed by the city for six (6) full calendar months of continuous service shall begin earning and accruing vacation leave time with pay at the rate of one working day per month. For vacation leave purposes the term "working day" as it applies herein shall be computed on an eight (8) hours basis.

(2) Vacation leave compensation shall be computed at the employee's regular straight time pay rate in effect as of the date that the vacation leave time is earned.

(3) The date of service to be used in determining vacation leave time accrual rate is the first day of the month next following the first six (6) full calendar months of employment.

(4) An employee shall not be eligible to take vacation leave until he or she has completed seven (7) full calendar months of continuous employment.

(5) Vacation leave may not be taken before it is earned.

(6) Temporary, casual or part-time employees are not eligible for accrual of vacation leave.

(7) For vacation purposes, any reinstated employee shall be considered as a new employee regardless of the reason for separation.

(8) Earned vacation leave may be taken in whole or in part throughout the year at such times as may be approved by the mayor.

(9) Employees may accrue vacation leave to a maximum of twenty (20) days, but must take a minimum of five (5) days of vacation during every twelve (12) month period. Employees may be paid for any accrued vacation that exceeds the twenty (20) day maximum after the minimum of five (5) days has been taken.

(10) Any official holiday falling within a period of vacation leave shall be charged as holiday leave rather than vacation leave.

(11) Any regular, full-time employee who is separated from employment with the city for any reason, including retirement, may receive terminal vacation leave pay for any unused portion of his or her accumulated vacation leave up to the limit of vacation leave allowed to be accumulated under this chapter.

1-805. Sick leave. (1) All full-time employees of the city shall be allowed to accumulate sick leave with pay at the rate of one-half (1/2) working day for each full calendar month of service completed up to an unused maximum of one hundred twenty (120) working days. Sick leave shall be considered a benefit and privilege and not a right for the employees to use at his or her discretion. Employees shall, therefore, utilize their accumulated sick leave allowance for absences due to personal illness or physical incapacity, personal illness or physical incapacity within the immediate family of the employee (as defined in paragraph 3 below), enforced quarantine of the employee in accordance with community health regulations, disability resulting from pregnancy, childbirth or related medical conditions, or so as to keep an appointment with a licensed medical doctor, dentist or other recognized health care practitioner.

(2) The board of mayor and aldermen may, in its discretion, prescribe regulations requiring that a health care practitioner's certificate or other satisfactory evidence be filed with the city supporting the absence before it may be properly chargeable as sick leave.

(3) For sick leave purposes the term "working day" as it applies in this section shall be computed on an eight (8) hour basis. The term "immediate family" shall be defined as spouse, children, parents, brothers and sisters, and grandparents, both of the employee and spouse of the employee.

(4) Sick leave compensation shall be figured at the employee's straight time pay rate in effect at the date it is used by the employee.

(5) The date of service to be used in determining sick leave time accrual rate is the first day of the month next following the first six (6) full months of employment.

(6) Sick leave shall begin to accrue on the first day of the month next following the first six (6) full calendar months of employment.

(7) Temporary, casual or part-time employees are not eligible for accrual of sick leave.

(8) For sick leave purposes any reinstated employee shall be considered as a new employee regardless of the reason for his or her separation.

(9) Any employee who abuses these sick leave provisions or who deliberately makes or cause to be made any false or misleading statement or claim concerning the same, shall be subject to the loss of any such benefits, dismissal from his or her employment with the city or other disciplinary action.

(10) Any employee of the city who is injured when engaging in his employment for the city may be carried on sick leave for any accumulated sick leave that he or she has to his or her credit, but in no case shall any employee be allowed to receive sick leave pay while drawing any workers compensation or other disability payments resulting from any benefit provided by the city.

1-806. Absence without leave. An absence without leave is an absence from duty which was not authorized or approved and for which either a request for leave was not made by the employee, or when made such request was denied. Under such circumstances any employee may be subject to such disciplinary action, including termination from employment with the city, as the board of mayor and aldermen deems necessary or appropriate.

1-807. Absence without pay. An absence without pay is an absence which may or may not have been known and which has resulted from suspension, abandonment of position, or leave without pay granted by the city. The heads of all departments shall be responsible for maintaining accurate records of any employee who is absent from duty for any reason and shall promptly report the same to the mayor.

1-808. Leave without pay. A regular or part-time employee who is in good standing may be granted a leave without pay for a period not to exceed ninety (90) calendar days in any one calendar year upon the approval of the board of mayor and aldermen.

CHAPTER 9

PERSONNEL REGULATIONS

SECTION

- 1-901. Applicability of chapter.
- 1-902. Acceptance of gratuities.
- 1-903. Outside employment.
- 1-904. Political activity restricted.
- 1-905. Use of municipal time, facilities, etc.
- 1-906. Use of position.
- 1-907. Strikes.

1-901. Applicability of chapter. This chapter shall apply to all full-time city officers and employees except those operating under the jurisdiction of a school, utility, or other separate board or commission.

1-902. Acceptance of gratuities. No city officer or employee shall accept any money or other consideration or favor from anyone other than the city for the performance of an act which he would be required or expected to perform in the regular course of his duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be interpreted as an attempt to influence his actions with respect to city business.

1-903. Outside employment. No full-time officer or employee of the city shall continue any outside employment if the work interferes with the satisfactory performance of the officer's or employee's duties. In addition, no such employee shall accept any outside employment if the work is incompatible with his city employment, or is likely to cast discredit upon or create embarrassment for the city.

1-904. Political activity restricted. The following prohibitions and restrictions on political activities shall apply to all city officers and employees, except for elected officers:

(1) In elections for municipal and county offices. No city officer or employee, whether on or off duty, whether in or out of uniform, and whether on or off city property, shall at any time or any place

- (a) Become a candidate for, or campaign for, an elective office.
- (b) Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions or other funds for a candidate.
- (c) Organize, sell tickets to, promote or actively participate in a fund-raising activity of a candidate.

(d) Take an active part in managing the political campaign of a candidate.

(e) Solicit votes in support of or in opposition to a candidate. (f) Act as a recorder, watcher, challenger or similar officer at the polls on behalf of a candidate.

(g) Drive voters to the polls on behalf of a candidate.

(h) Endorse or oppose a candidate in a political advertisement, broadcast, campaign literature or similar material.

(i) Address a rally or similar gathering of the supporters or opponents of a candidate.

(j) Initiate or circulate a nominating petition for a candidate.

(k) Wear campaign buttons, pins, hats or any other similar attachment, or distribute campaign literature in support or opposition to a candidate.

(2) In elections for all other public offices. No city officer or employee, whether on or off duty, whether in or out of uniform, and whether on or off city property, shall at any time or any place

(a) Become a candidate for, or campaign for, an elective public office.

(b) Take an active part in managing the political campaign of a candidate for public office.

(c) Directly or indirectly solicit, receive or collect contributions or other funds for a candidate for public office.

(d) Sell tickets to a fund-raising activity of a candidate for public office.

(e) City officers and employees may not engage in any of the other political activities enumerated in paragraph (1), (e) through (k) above except while they are off duty and otherwise on their own time, and while they are not in a city uniform, and while they are in places other than on city-owned property.

Leaves of absence will not be granted to city officers or employees to engage in any of the political activities enumerated above.

Nothing in this section is intended to prohibit any city officer or employee from privately expressing his or her political views or from casting his or her vote in all elections.

1-905. Use of municipal time, facilities, etc. No city officer or employee shall use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself or any other private person or group.

1-906. Use of position. No city officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the city, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others.

1-907. Strikes. No city officer or employee shall participate in any strike against the city.

CHAPTER 10

ORDINANCE ADOPTION PROCEDURES

SECTION

1-1001. Ordinance adoption procedures.

1-1001. Ordinance adoption procedures. Any action of the board having a regulatory or penal effect, awarding franchises or required to be done by ordinance under the Charter of Friendship or the general laws of the state, shall be done by ordinance. Other actions of the board of mayor and aldermen may be accomplished by resolutions or motions. Ordinances and resolutions shall be furnished to each member of the board at the meeting in which introduced. The enacting clause of ordinances shall be "Be it ordained by the Board of Mayor and Aldermen of the City of Friendship". An affirmative vote of a majority of the board of mayor and aldermen, present at the meeting, shall be necessary for the passage of any ordinance, resolution or motion. Every ordinance must be read and approved on one reading, but before it becomes effective it shall be signed and approved by the mayor and attested by the city recorder.