

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. TOWN SECRETARY/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. Compensation of board 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 third Tuesday of each month at the town hall. (1983 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.

¹Charter references

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.

Utilities: titles 18 and 19.

²Charter references

Compensation: § 7(a).

Meetings: § 7(c).

Qualifications: § 6.

Quorum: § 7(d).

- (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. (1983 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. (1983 Code, § 1-103, modified)

1-104. Compensation of the board of aldermen. The board of aldermen shall receive as compensation twenty-five dollars (\$25.00) per month for attendance of one (1) meeting; however, there shall be no additional compensation for special or called meetings beyond the twenty-five dollars (\$25.00) per month. (Ord. #92-2, Sept. 1992)

CHAPTER 2

MAYOR¹

SECTION

- 1-201. Generally supervises municipality's affairs.
- 1-202. Executes municipality's contracts.
- 1-203. To be bonded.
- 1-204. Compensation of the mayor.

1-201. Generally supervises municipality'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. (1983 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the governing body. (1983 Code, § 1-202)

1-203. To be bonded. The mayor shall post a bond in the amount of five thousand dollars (\$5,000.00) guaranteeing the faithful performance of his duties and the proper administration of all funds for which he is responsible. The bond shall be issued by a bonding or insurance company licensed to do business within the State of Tennessee. All costs of the bond shall be paid by the town. (1983 Code, § 1-203)

1-204. Compensation of the mayor. As compensation the mayor shall receive fifty dollars (\$50.00) per month for attendance of one (1) meeting; however, there shall be no additional compensation for special or called meetings beyond the fifty dollars (\$50.00) per month. (Ord. #92-2, Sept. 1992)

¹Charter references
Powers and duties: § 14.
Term of office: § 5(c).

CHAPTER 3

TOWN SECRETARY/RECORDER

SECTION

1-301. Town secretary/recorder.

1-302. Functions and duties.

1-303. To be bonded.

1-301. Town secretary/recorder. There shall be a town secretary/recorder elected by the board of mayor and aldermen who shall be an employee at will. (Ord. #95-96-1, March 1996)

1-302. Functions and duties. The town secretary/recorder shall have the following functions and duties not inconsistent with the town charter.

(1) To keep and preserve the town seal and all official records not required by law or ordinance to be kept elsewhere.

(2) To attend all meetings of the board of mayor and aldermen and beer board meetings and shall keep minutes of all proceedings as well as audio recordings of the same.

(3) To perform all administrative duties for the municipality which are not assigned by the charter or code to another corporate officer.

(4) To handle and account for all monies belonging to the municipality, including any forfeitures and bonds received from the town court, that may come into his or her hands or for which he or she may be responsible.

(5) To look after the publication of the ordinances and advertisements as may be required.

(6) To have and maintain custody of and be responsible for maintaining all of the town's papers, contracts, bonds, insurance policies, archives and tax records and keep the same in such fireproof vault or safe as the municipality shall provide.

(7) To be accessible to the taxpayers and citizens during regular business hours.

(8) To do such other duties as may be directed by the mayor and board of aldermen.

(9) To act as tax collector and assessor, issuing tax receipts for taxes collected, keeping tax rolls and working with the county tax assessor and state officials in making assessments.

(10) To do such other things under the direction of the mayor as he or she may be required incident to the office of town secretary/recorder. (Ord. #95-96-1, March 1996)

1-303. To be bonded. The town secretary/recorder shall post a bond in the amount of ten thousand dollars (\$10,000.00) guaranteeing the faithful performance of his or her duties and the proper administration of all funds that come into his or her hands. The bond shall be issued by a bonding or insurance company licensed to do business within the State of Tennessee, with all costs of the bond to be paid by the Town of Hollow Rock. (Ord. #95-96-1, March 1996, modified)