

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. PUBLIC WORKS SUPERINTENDENT.

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. Powers of the board.

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 Monday of each month at the Huntland Community Center. (Ord. #87-1, May 1987, as amended by Ord. #94-1, May 1994)

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

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Wastewater treatment: title 18.

²Charter references

Officers of the corporation: § 4.

- (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. (1978 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. (1978 Code, § 1-103, modified)

1-104. Powers of the board. (1) Shall elect an alderman to the office of vice mayor, who shall serve as mayor when the mayor is absent or unable to discharge the duties of the mayor's office, and, in case of a vacancy in the office of mayor, until the next regular municipal election.

(2) Shall fill, by majority vote of the remaining members of the board, any vacancy in the office of aldermen for the unexpired term, but any portion of an unexpired four year term for alderman or mayor that remains beyond the next municipal election shall be filled by the voters at that election, if the vacancy occurs at least 20 days before the latest time for filing nominating petitions for candidates in that election.

(3) Shall vote to either confirm or deny the appointment, by the mayor, of a temporary non-elected officer or department head to fill a vacancy and if denied, shall elect or appoint on a temporary or permanent basis such non-elected officer or department heads as it deems necessary for the proper administration of municipal affairs.

(4) Shall designate an alderman to preside at any regular or called meeting of the board in the absence of the mayor and vice mayor.

(5) [Deleted.]

(6) Shall develop goals and objectives for the improvement of operations and management of the municipality, the provision of services to the citizens, and for the economic growth of the municipality and provide the adequate resources to implement the goals and objectives in accordance with state laws.

(7) Must approve the purchase of all materials, supplies, services, and equipment in excess of \$500.00 per item for the proper conduct of the municipality's business provided that all purchases shall be made in accordance with policies, practices, and procedures as established by the board and in accordance with the Municipal Purchasing Law of 1983 as codified in Tennessee Code Annotated, section 6-56-301 et. seq.

(8) (a) Approve the employment, promotion, discipline suspension, and discharge of any employee in accordance with personnel policies and procedures, if any, adopted by the board.

(9) Review, revise and adopt by ordinance an annual budget and capital program prepared and submitted by the mayor in accordance with the Municipal Budget Law of 1982 as codified in the Tennessee Code Annotated, section 6-56-201 et. seq.

(10) Prepare and/or adopt all policies and procedures for the operation and management of the municipality and the offices and departments thereof.

(11) Conduct, perform, and/or properly administer assignments, contracts, tasks, or organizational elements, and/or operations as may be deemed necessary by the board, and authorize studies, inspections, investigations, audits and improvements to ensure the needs and operational requirements of the municipality are met. (as added by ord. #93-5, § 1, Feb. 1994, and amended by Ord. #99-6, Aug. 1999)

CHAPTER 2

MAYOR¹

SECTION

1-201. Powers and duties of the mayor.

1-202. Executes town's contracts.

1-201. Powers and duties of the mayor. (1) Shall preside at regular and called meetings of the board and shall oversee the daily operations of the town as needed.

(2) Shall communicate any information needed and recommend measures the mayor deems expedient to the board.

(3) Shall make recommendations to the board for improving the quality and quantity of public services to be rendered by the non-elected officers and employees to the citizens of the municipality.

(4) Shall keep the board fully advised as to the conditions and needs of the municipality.

(5) May recommend to the board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality.

(6) May make recommendations of specific personnel positions as may be required for the needs and operations of the city and may propose personnel policies and procedures for approval of the board.

(7) Shall make temporary appointments of any non-elected officer or department head in case of unexpected long term sickness, absence, or other temporary disability or emergencies. The board may or may not confirm the mayor's appointment and may otherwise appoint a person to fill the vacant position at a regular or called meeting of the board.

(8) May recommend to the board the permanent appointment of a non-elected officer or department head to fill a vacant non-elected position, subject to the confirmation of such appointment by the board.

(9) May call special meetings of the board upon adequate notice to the aldermen and adequate public notice. The mayor shall state the matters to be considered at the special meeting and the action of the board shall be limited to those matters submitted.

(10) Shall countersign checks and drafts drawn upon the treasury by the recorder (treasurer) and sign all contracts to which the municipality is a party.

¹Charter references

Duties and compensation of officers: § 11.

Officers of the corporation: § 4.

(11) Shall serve on and make appointments to boards and commissions as authorized by law.

(12) Shall act as purchasing agent for the city in the purchase of all budgeted materials, supplies, services, and equipment of a value less than \$500.00 per item for the proper conduct of the municipality's business, in accordance with policies set by the board and in accordance with the Municipal Purchasing Law of 1983 as codified in Tennessee Code Annotated, section 6-56-301 et. seq.

(13) Shall prepare and submit the annual budget and capital program to the board no later than the regularly scheduled April meeting of the board, for review, revision, and/or adoption by the board by ordinance in accordance with the Municipal Budget Law of 1982 as codified in Tennessee Code Annotated, section 6-56-201 et. seq.

(14) May vote on motions only in the event of a tie.

(15) Shall perform other duties and responsibilities as assigned by the board. (1978 Code, § 1-201, as replaced by Ord. #93-5, § 2, Feb. 1994)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1978 Code, § 1-202)

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-304. Performs duties of treasurer.

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. (1978 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. (1978 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 of mayor and aldermen to another corporate officer. The recorder shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the board of mayor and aldermen shall provide. (1978 Code, § 1-303)

1-304. Performs duties of treasurer. The recorder shall perform the duties of treasurer for the town. (1978 Code, § 1-304)

¹Charter references

Collection of delinquent property taxes: § 9.

Duties and compensation of officers: § 11.

Officers of the corporation: § 4.

CHAPTER 4

PUBLIC WORKS SUPERINTENDENT

SECTION

1-401. Duties.

1-401. Duties. The public works superintendent shall supervise the town's waterworks system, upkeep of all streets, refuse collection, and sanitation. He shall supervise all waterworks, street, refuse collection, and sanitation personnel and shall be the Environmental Protection Agency contact for the town. (1978 Code, § 1-601)