CHAPTER 1
BOARD OF MAYOR AND ALDERMEN

SECTION
1-101. Time and place of regular meetings.
1-102. General rules of order.

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 second Tuesday of each month at the city hall. (1989 Code, § 1-101)

1-102. 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. (1989 Code, § 1-102, modified)

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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.
Wastewater treatment: title 18.

2Charter references
Compensation: § 7(b).
Meetings: § 7(c).
Oath: § 21.
Vacancy in office: § 10.
CHAPTER 2

MAYOR\(^1\)

SECTION
1-201. Generally supervises city's affairs.

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. (1989 Code, § 1-201)

1-202. **Executes city's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1989 Code, § 1-202)

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\(^1\)Charter references
Bond required: § 22.
Compensation: § 7(b).
Duties: § 14.
Oath: § 21.
Vacancy in office: § 10.
CHAPTER 3

RECORDE$^{1}$

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. (1989 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. (1989 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 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. (1989 Code, § 1-303)

\footnotetext{1}{Charter references
Bond required: § 22.
Duties: § 15.
Term of office: § 15.}
1-401. Applicability. This chapter is the code of ethics for personnel of the City of Puryear, Tennessee. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation or other instrumentality. The words "municipal" and "municipality" include these separate entities. (as added by Ord. #53-07, Feb. 2007)

1-402. Definition of "personal interest." (1) For the purpose of §§ 1-403 and 1-404, "personal interest" means:
   (a) Any financial interest in the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interests; or
   (b) Any financial ownership, or employment interest in a matter to be regulated or supervised; or
   (c) Any such financial ownership, or employment interest of the official's or employee's spouse, parent(s), stepparent(s), grandparent(s), sibling(s), child(ren), or stepchild(ren).
   (2) The words "employment interest" include a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of a vote or that is to be regulated or supervised.
   (3) In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter. (as added by Ord. #53-07, Feb. 2007)

1-403. Disclosure of personal interest by official with vote. An official with the responsibility to vote on a measure shall disclose during the
meeting at which the vote takes place, before the vote and so it appears in the
minutes, any personal interest that affects or would lead a reasonable person to
infer that it affects the official's vote on the measure. In addition, the official
may recuse himself\(^1\) from voting on the measure. (as added by Ord. #53-07, Feb.
2007)

1-404. Disclosure of personal interest in nonvoting matters. An
official or employee who must exercise discretion relative to any matter, other
than casting a vote, and who has a personal interest in the matter that affects
or that would lead a reasonable person to infer that it affects the exercise of the
discretion shall disclose, before the exercise of the discretion when possible, the
interest on a form provided by and filed with the city recorder. In addition, the
official or employee may, to the extent allowed by law, charter, ordinance, or
policy, recuse himself from the exercise of discretion in the matter. (as added
by Ord. #53-07, Feb. 2007)

1-405. Acceptance of gratuities, etc. An official or employee may not
accept, directly or indirectly, any money, gift, gratuity, or other consideration
or favor of any kind from anyone other than the municipality:

(1) For the performance of an act, or refraining from performance of
an act, that he would be expected to perform, or refrain from performing, in the
regular course of his duties; or

(2) That might reasonably be interpreted as an attempt to influence
his action, or reward him for past action, in executing municipal business. (as
added by Ord. #53-07, Feb. 2007)

1-406. Use of information. (1) An official or employee may not disclose
any information obtained in his official capacity or position of employment that
is made confidential under state or federal law except as authorized by law.

(2) An official or employee may not use or disclose information
obtained in his official capacity or position of employment with the intent to
result in financial gain for himself or any other person or entity. (as added by
Ord. #53-07, Feb. 2007)

1-407. Use of municipal time, facilities, etc. (1) An official or
employee may not use or authorize the use of municipal time, facilities,
equipment, or supplies for private gain or advantage to himself.

(2) An official or employee may not use or authorize the use of
municipal time, facilities, equipment, or supplies for private gain or advantage
to any private person or entity, except as authorized by legitimate contract or

\(^1\)Masculine pronouns include the feminine. Only masculine pronouns have
been used for convenience and readability.
lease that is determined by the board of mayor and aldermen to be in the best
interests of the City of Puryear. (as added by Ord. #53-07, Feb. 2007)

1-408. **Use of position or authority.** (1) An official or employee may
not make or attempt to make private purchases, for cash or otherwise, in the
name of the municipality.

(2) An official or employee may not use or attempt to use his position
to secure any privilege or exemption for himself or others that is not authorized
by the city charter, general law, or ordinance or policy of the City of Puryear.
(as added by Ord. #53-07, Feb. 2007)

1-409. **Outside employment.** An official or employee may not accept
or continue any outside employment if the work unreasonably inhibits the
performance of any affirmative duty of the municipal position or conflicts with
any provision of the city charter or any ordinance or policy. (as added by
Ord. #53-07, Feb. 2007)

1-410. **Ethics complaints.** (1) The city attorney is designated as the
ethics officer of the city. Upon the written request of an official or employee
potentially affected by a provision of this chapter, the city attorney may render
an oral or written advisory ethics opinion based upon this chapter and other
applicable law.

(2) (a) Except as otherwise provided in this subsection, the city
attorney shall investigate any credible complaint against an appointed
official or employee charging any violation of this chapter, or may
undertake an investigation on his own initiative when he acquires
information indicating a possible violation and make recommendations
to end or seek retribution for any activity that, in the attorney's
judgment, constitutes a violation of this code of ethics.

(b) The city attorney may request that the city council retain
another attorney, individual, or entity to act as ethics officer when he has
or will have a conflict of interests in a particular matter.

(c) When a complaint of a violation of any provision of this
chapter is lodged against a member of the board of mayor and aldermen,
the board of mayor and aldermen shall either determine that the
complaint has merit, determine that the complaint does not have merit,
or determine that the complaint has sufficient merit to warrant further
investigation. If the board of mayor and aldermen determines that a
complaint warrants further investigation, it shall authorize an
investigation by the city attorney or another individual or entity chosen
by the board of mayor and aldermen.

(3) The interpretation that a reasonable person in the circumstances
would apply shall be used in interpreting and enforcing this code of ethics.
(4) When a violation of this chapter also constitutes a violation of the personnel policy, rule, or regulation, or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics. (as added by Ord. #53-07, Feb. 2007)

1-411. Violations. An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the city's charter or other applicable law and in addition is subject to censure by the board of mayor and aldermen. An appointed official who violates any provision of this chapter is subject to disciplinary action. (as added by Ord. #53-07, Feb. 2007)