

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

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.

Utilities: title 18.

Wastewater treatment: title 18.

Zoning: title 14.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN¹

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Elections for mayor and aldermen.
- 1-105. Terms of office.

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 first Thursday of each month at the city hall. (1986 Code, § 1-101)

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

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:

- City Administrator: § 6-4-101.
- Compensation: § 6-3-109.
- Duties of Mayor: § 6-3-106.
- Election of the board: § 6-3-101.
- 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.

- (5) Communications from the mayor.
- (6) Reports from committees, members of the governing body, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1986 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, 1990 (9th) Edition, 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. (1986 Code, § 1-103, modified)

1-104. Elections for mayor and aldermen. The election of public officials of the town shall be held annually on the first Thursday in August, beginning with the first Thursday in August, 1964. (1986 code, § 1-104)

1-105. Terms of office. In accordance with the provisions of Tennessee Code Annotated, § 6-3-102(b) (1), the terms of office of the board of mayor and aldermen are hereby changed from staggered two (2) year terms to staggered four (4) year terms. As required by that statute, the transition to staggered four (4) year terms shall be accomplished as follows:

(1) In the election held on the first Thursday in August, 1992, the successor to the office of the alderman from the first ward whose term expires on that date, and the successor to the office of the alderman from the second ward whose term expires on that date, shall be elected for three (3) year transitional terms of office.

(2) In the election held on the first Thursday in August, 1995, and each and every four (4) years thereafter, the successors to the offices of the aldermen elected from Ward 1 and the alderman elected from Ward 2 to the three (3) year transitional terms provided for under Section 1(a) of this section, shall be elected for four (4) year terms of office.

(3) In the election held on the first Thursday in August, 1993, and each and every four (4) years thereafter, the successor to the office of the mayor whose term expires on that date, the successor to the office of alderman from the first ward whose term expires on that date, and the successor to the office of alderman from the second ward whose term expires on that date, shall be elected for four (4) year terms of office.

(4) Terms of office shall end on the last day of August following the election wherein the mayor and/or respective aldermen are elected. (Ord. #151, _____)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-203. May appoint temporary employees.

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. (1986 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the governing body. (1986 Code, § 1-202)

1-203. May appoint temporary employees. The mayor may appoint temporary or part time help necessary for the transaction of the town's business. He shall fix the compensation for the same. Provided, however, that said appointments shall be subject to confirmation by the governing body at the next regular meeting of said governing body or at a special meeting called at which notice of the proposed action is given. (1986 Code, § 1-203)

¹Charter 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

RECORDER¹

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. (1986 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 and attest the original copy of all ordinances and resolutions. (1986 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. 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. (1986 Code, § 1-303)

¹Charter references

City recorder: § 6-4-201 et seq.

Recorder as treasurer: § 6-4-401(c).

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