

## TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

## CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. TOWN ENGINEER.
5. TOWN ATTORNEY.

## 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. Salaries of mayor and aldermen.
- 1-105. Budget amendments.

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 6:30 P.M. on the second and fourth Mondays of each month at the city hall. Provided, however, the mayor and a majority of the members of the board of mayor and aldermen may change the meeting time, but not the meeting date, from time to time as the needs of the town dictate, provided actual adequate notice of any such change is given to the other members of the board of mayor and aldermen and the local media. The public shall be notified of such change, by posting notices on the doors of the municipal building at least twenty-four (24) hours prior to the new meeting time. Provided further, the board of mayor and aldermen may from time to time cancel meetings. (1976 Code, 1-101, as amended by Ord. #519, Aug. 1989)

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<sup>1</sup>Charter 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: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

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, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1976 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. (1976 Code, § 1-103, modified)

1-104. Salaries of mayor and aldermen. The monthly salary of the mayor is set at one hundred fifty dollars (\$150.00) and the monthly salary of each member of the board of aldermen is set at one hundred dollars (\$100.00). (1976 Code, § 1-104, as amended by Ord. #462, Sept. 1983)

1-105. Budget amendments.<sup>1</sup> Prior to the approval of any amendment to the annual budget that would increase appropriations for the expenditure of town funds, the board of mayor and aldermen shall approve a resolution that identifies a corresponding source of funds to cover the proposed additional expenditure, and/or identifies a corresponding reduction in expenditure to compensate for the proposed additional expenditure. Nothing in this section shall be construed or interpreted as an explanation or limitation on any power or authority granted to the municipality by the State of Tennessee. (Ord. #503, Oct. 1987)

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<sup>1</sup>Municipal code reference  
Finance and taxation: title 5.

## CHAPTER 2

MAYOR<sup>1</sup>

## SECTION

1-201. Generally supervises town's affairs.

1-202. Executes town's contracts.

1-201. Generally supervises town'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. (1976 Code, § 1-201)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1976 Code, § 1-202)

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<sup>1</sup>Charter reference  
Officers and corporate authority: art. IV.

## CHAPTER 3

RECORDER<sup>1</sup>

## 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. (1976 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. (1976 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 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. (1976 Code, § 1-303)

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<sup>1</sup>Charter references

Recorder: art. IV, § 14, and art. VI, § 5.

## CHAPTER 4

TOWN ENGINEER<sup>1</sup>

## SECTION

1-401. Office established.

1-402. Responsibilities.

1-401. Office established. There is hereby established the office of the town engineer. (1976 Code, § 1-1301)

1-402. Responsibilities. The town engineer is responsible to the board of mayor and aldermen for directing the operation of the public works department. This includes the organization, direction, and coordination of activities for construction and maintenance of streets, refuse collection and disposal, building inspections and permits, equipment and building maintenance and repair, and all other duties that may be assigned. (1976 Code, § 1-1302)

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<sup>1</sup>Charter reference  
Town engineer: art. IV, § 16.

## CHAPTER 5

TOWN ATTORNEY

## SECTION

1-501. Office established.

1-502. Term of office.

1-503. Responsibilities and duties.

1-504. Compensation.

1-501. Office established. There is hereby established the office of town attorney. (Ord. #430, \_\_\_\_)

1-502. Term of office. The term of office of the town attorney will be for a period of one (1) year and/or until his successor is elected and qualifies. Said attorney shall be elected by the board of mayor and aldermen at the first regular meeting in July of each year. (Ord. #430, \_\_\_\_)

1-503. Responsibilities and duties. It shall be the duty of the town attorney to appear for and represent the town in all law suits in any court in which the town is a party; to examine and pass upon all bonds submitted by the officers of the town and their agents or others; to examine and pass upon all land contracts, deeds and other instruments in which the town is a party or has an interest; to render legal opinions in matters affecting the town; to attend meetings of the board, when requested, and perform such other duties within the scope of the business of an attorney and counselor as may be required by the board of mayor and aldermen. (Ord. #430, \_\_\_\_)

1-504. Compensation. The board of mayor and aldermen shall set the salary of the town attorney at such figure as the board may deem proper at the beginning of each fiscal year. In addition to the regular salary approved by the board of mayor and aldermen, additional fees and expenses may be paid to said attorney, as follows:

(1) For services rendered said town in connection with litigation to which the town is a party, for prolonged negotiations of matters not in litigation, for extensive research of legal questions and matters of interest to said town and for the performance of any other legal service that involves substantial time and effort not ordinarily included within retainer compensation.

(2) To reimburse said attorney for travel and other incidental expenses incurred in connection with attending to the business or interests of said town.

Upon the performance of said additional services, or after incurring incidental expenses, said attorney will present a resume of his services, with charges therefor, and a list of expenses to the board for its approval. Upon

approval of same, the attorney will be paid from the general fund.  
(Ord. #430, \_\_\_)