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 inspector: title 12.
Fire department: title 7.
Utilities: titles 18 and 19.
Wastewater treatment: title 18.
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. Municipal elections and terms of office.
1-105. Town personnel.

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 4th Monday of each month at the town hall. (1978 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.

Charter 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, 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. Municipal elections and terms of office. The election of town officials shall be held on the second Saturday of June in each odd numbered year. The town officials shall consist of a mayor and four (4) aldermen elected at large to serve for a term of two years or until their successors are named. Their terms of office shall begin on July 1 next after their election. (1978 Code, § 1-104)

1-105. Town personnel. The board of mayor and aldermen shall employ, promote and discharge all employees and department heads.
CHAPTER 2

MAYOR

SECTION
1-201. Generally supervises town's affairs.
1-203. Duties as city administrator.

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. (1978 Code, § 1-201)

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

1-203. Duties as city administrator. The mayor or the mayor's
designee, shall perform the duties of city administrator as described in
Tennessee Code Annotated, § 6-4-101.

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1 Charter 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

RECORDE
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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. (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 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. (1978 Code, § 1-303)

1 Charter references
City recorder: § 6-4-201 et seq.
Recorder as treasurer: § 6-4-401(c).
Recorder as judge: § 6-4-301(b)(1)(C).