TITLE 1

GENERAL ADMINISTRATION\[^1\]

CHAPTER
1. BOARD OF COMMISSIONERS.
2. MAYOR.
3. CITY MANAGER.
4. RECORDER.

\[^1\]Charter reference
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.
Water and sewers: title 18.
CHAPTER 1

BOARD OF COMMISSIONERS

SECTION

1-101. Time and place of regular meetings.
1-102. Meetings; quorum; rules of proceeding; powers of board.
1-103. Number of commissioners.

1-101. Time and place of regular meetings. Pursuant to Tennessee Code Annotated, § 6-20-207, the time and place at which the regular meeting of the Board of Commissioners of the City of Clifton, Tennessee, shall be the third Monday of each and every month at the Clifton City Hall in Clifton, Tennessee at 7:00 P.M. (CST). Provided however, the board of commissioners may reschedule or cancel a future regular monthly meeting upon the approval of a majority of the board of commissioners at any meeting of the board prior to the date of the regular meeting to be rescheduled or canceled. Additionally, regular meetings falling on a city recognized holiday or Frank Hughes School graduation night will be held on the first weekday following the holiday at the regular time and place. (Ord. #161, Jan. 1999, as amended by Ord. #178, Aug. 2001, and Ord. #191, June 2003)

1-102. Meetings; quorum; rules of proceeding; powers of board. Any regular meeting of the board of commissioners may be adjourned to meet on any other day before the regular meeting, and any and all business that may

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1Charter reference

For detailed provisions of the charter related to the election, and to general and specific powers and duties of, the board of commissioners, see Tennessee Code Annotated, title 6, chapter 20. (There is an index at the beginning of chapter 20 which provides a detailed breakdown of the provisions in the charter.) In addition, see the following provisions in the charter that outline some of the powers and duties of the board of commissioners:

- Creation and combination of departments: § 6-21-302.
- Subordinate officers and employees: § 6-21-102.
- Taxation
  - Power to levy taxes: § 6-22-108.
  - Change tax due dates: § 6-22-113.
  - Power to sue to collect taxes: § 6-22-115.
- Removal of mayor and commissioners: § 6-20-220.
be transacted at regular meetings may be likewise transacted and considered at such adjourned meetings.

Special meetings may be called whenever in the opinion of the mayor or city manager, or any two commissioners, the welfare of the city demands it, the mayor or city recorder shall call such special meetings of the board of commissioners upon at least twelve hours written notice to each commissioner, the city manager and city attorney, served personally or left at his usual place of residence. Each call for a special meeting shall set forth the character of the business to be discussed at such meeting, and no other business shall be considered at such meeting.

At all meetings of the board of commissioners, whether regular or adjourned, or special meetings, the mayor shall preside, or, in his absence, the vice mayor shall preside. At all meetings a majority of the members present shall constitute a quorum, but a smaller number may adjourn from day to day and may compel the attendance of absentees in such manner and under such penalties as the board may provide.

The mayor shall have the right to determine the rules and proceedings at the meetings of the board of commissioners, subject to the charter of said City of Clifton, and he may arrest or cause the chief of police, or other police officer, to arrest, and may punish by fine or imprisonment, or both, any member or other person guilty of disorderly or contemptuous conduct and behavior in the presence of the board and the board shall have power and may delegate it to any committee to subpoena witnesses and order the production of all books and papers relating to any subject within its jurisdiction; to call upon its own officers or the chief of police to execute its processes and to arrest and punish by fine and imprisonment, or both, any person refusing to obey such subpoena or order. But no fine for any one offense shall exceed fifty dollars ($50.00) nor shall any imprisonment for any one offense exceed ninety days, but each day's continuance or refusal, as aforesaid, shall be a separate offense. The presiding officer or the chairman of any committee may administer oaths to witnesses and a journal shall be kept of all proceedings and the yeas and nays on all questions shall be entered thereon. (Ord. #2, Aug. 1944)

1-103. Number of commissioners. (1) Pursuant to authority conferred by Tennessee Code Annotated, § 6-20-101, the number of City Commissioners of the City Commission of Clifton, Tennessee, is hereby increased from three (3) members to five (5) members.

(2) At the next regular city election immediately following the adoption of this ordinance, the voters of the City of Clifton shall vote for four (4) commissioners and at the same election, shall also vote the approval or disapproval of this ordinance.

(3) If the majority of the voters of the City of Clifton shall be for approval of the ordinance, the two (2) commissioners receiving the highest
number of votes shall hold office for four (4) years and the other two shall hold office for a period of two (2) years.

(4) All persons who are registered voters of the City of Clifton, Tennessee, shall be entitled to vote in said election. (Ord. #70, May 1974)
CHAPTER 2

MAYOR\(^1\)

SECTION
1-201. Duties and powers.

1-201. **Duties and powers.** The mayor shall preside at all meetings of the board of commissioners, sign the journal of the board and all ordinances on their final passage, execute all deeds, bonds, and contracts made in the name of the city, and perform all acts that may be required of him by the charter, and any ordinances duly enacted by the board of commissioners, consistent with the charter.

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\(^1\)Charter references
- Election: § 6-20-201.
- May introduce ordinances: § 6-20-213.
- Presiding officer: §§ 6-20-209 and 6-20-213.
- Seat, voice and vote on board: § 6-20-213.
- Signs journal, ordinances, etc.: § 6-20-213.
CHAPTER 3

CITY MANAGER¹

SECTION
1-301. Duties and powers.

1-301. Duties and powers. The city manager shall be the chief administrative officer of the city and shall exercise such authority and control over law and ordinance violations, departments, officers and employees, and city purchases and expenditures as the charter prescribes, and shall perform all other duties required of him pursuant to the charter.

¹Charter references
Administrative head of city: § 6-21-107.
General and specific administrative powers: § 6-21-108.
School administration: § 6-21-801.
Supervision of departments: § 6-21-303.
CHAPTER 4

RECORDER\(^1\)

SECTION
1-401. To keep record of business, etc.
1-402. To perform general administrative duties, etc.

1-401. **To keep record of business, etc.** The recorder shall keep a full and accurate record of all business transacted by the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book.

1-402. **To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the board of commissioners, the city manager, and the city which are assigned him. He shall also have custody of, and be responsible for, maintaining all corporate bonds, records, and papers of the city.

\(^1\)Charter references
Duties and powers: §§ 6-21-401 through 6-21-405.
Recorder as treasurer: § 6-22-119.