

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Election date.

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.

Utilities: titles 18 and 19.

Zoning: title 14.

²Charter 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.

1-103. Number of aldermen.

1-104. Public records.

1-101. Time and place of regular meetings. Regular meetings of the board of mayor and aldermen shall be held at 7:00 P.M. on the first Thursday of each month at the Nolensville Elementary School; however, if this day falls on a holiday, or on a day observed as a holiday, the regular meeting shall be held at the same time and place on the next regular work day. (Ord. #96-01, Oct. 1996, as amended by Ord. #97-01, Feb. 1997)

1-102. Election date. In accordance with Tennessee Code Annotated, § 6-3-104, town elections shall be held on the 1st Tuesday following the 1st Monday of November in even numbered years beginning in November 1998 or at the time of the general election in those even years as determined by the election commission.

Town officials elected or re-elected at November elections shall commence their new term of office and be sworn in at the first meeting of the board of mayor and alderman in January of the calendar year following the year in which said official is elected. (Ord. #96-05, Nov. 1996, as amended by Ord. #98-08, March 1998)

1-103. Number of aldermen. In accordance with the provisions of Tennessee Code Annotated, § 6-3-101, the number of aldermen is increased from two (2) to four (4).

The transition from two (2) aldermen to four (4) aldermen shall be accomplished as follows:

- (1) In the election to be held in November 2000;
 - (a) The successor to the alderman whose terms expires in November 2000 shall be elected for a two (2) year term of office, expiring November 2002 or until the successor is elected and qualified.
 - (b) The mayor to be elected in November 2000 shall be elected for a two (2) year term of office, expiring November 2002 or until the successor is elected and qualified.
 - (c) Two (2) additional aldermen shall be elected for a two (2) year term of office, expiring November 2002 or until their successors are elected and qualified.
- (2) In the election to be held in November 2002:
 - (a) The mayor shall be elected for a four (4) year term of office expiring in November 2006, or until the successor is elected and qualified.
 - (b) The two aldermen receiving highest number of votes shall be elected for four (4) year terms of office, which shall expire in November 2006, or until their successors are elected and qualified.

(c) The other two aldermen shall be elected for two (2) year terms of office, which shall expire in November 2004, or until their successors are elected and qualified.

(3) In the elections held in November 2004 and 2006 for the successors to the offices of mayor and alderman elected in November 2002, the terms of office shall be for four (4) years, or until their successors are elected and qualified. (Ord. #99-23, Oct. 1999)

1-104. Public records. (1) Procedures regarding access and inspection of public records. (a) Consistent with the Public Records Act of the State of Tennessee, personnel at the Town of Nolensville shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.

(b) Employees of the Town of Nolensville shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All inspections or copying of records shall be performed by, or under the supervision of, employees of the Town of Nolensville.

(c) Personnel with the Town of Nolensville shall prevent excessive disruptions of essential functions and duties and shall seek to provide access to records at the earliest possible time.

(d) Requests for inspection or copying of records shall be made in writing on a form provided by the town. Such form shall be completed by the person requesting the record, and Nolensville town employees may demand reasonable identification of any person requesting a record.

(e) Hours for making request for inspection or copying records shall be the regular office hours of town hall.

(f) Removal or records from town hall shall not be permitted.

(g) Reproduction of records shall not be undertaken when in the judgment of personnel of the Town of Nolensville such reproduction would cause damage to the record(s).

(2) Fees for inspection and copying of public records. (a) The Town of Nolensville hereby establishes the following fees to cover the cost of reproduction.

Faxes:	\$2.00-first page/\$1.00 for additional
Copies:	\$.05-with paper \$.25 without paper
Ordinance/Resolution:	\$5.00 minimum charge & up to 5 pages \$1.00 per additional pages
Census:	\$25.00
Comprehensive Plan:	\$50.00
Charter:	\$25.00
Grants:	\$25.00

(b) All fees for purposes identified in § 1-104(2)(a) above shall be due at the time such costs are incurred.

(c) No fees shall be assessed against officers, employees, agents or other representatives of the Town of Nolensville who make requests which are reasonably necessary to the performance of their official duties.

(d) No reproduction fee shall be assessed when an employee of the Town of Nolensville determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge. (Ord. #97-09, July 1997, as amended by Ord. #02-07, Nov. 2002)

CHAPTER 2

MAYOR¹

SECTION

1-201. Duties and responsibilities.

1-201. Duties and responsibilities. (1) The mayor:

(a) Shall be the chief executive officer of the municipality and shall preside at meetings of the board;

(b) Shall administer the day to day business of the town;

(c) Shall communicate any information needed, and recommend measures the mayor deems expedient to the board;

(d) (i) Shall make temporary appointments of any officer or department head in case of sickness, absence or other temporary disability.

(ii) The board may confirm the mayor's appointment or otherwise appoint a person to fill the vacant office unless this duty has been delegated as authorized in the town charter.

(e) (i) May call special meetings of the board upon adequate notice to the board and adequate public notice;

(ii) Shall state the matters to be considered at the special meeting and the action of the board shall be limited to those matters submitted;

(f) Shall countersign checks and drafts drawn upon the treasury by the treasurer and sign all contracts to which the municipality is a party.

(g) As a member of the board, may make motions and shall have a vote on all matters coming before the board;

(h) Shall make appointments to boards and commissions as authorized by law.

(2) The mayor shall also perform the following duties or may designate a department head or department heads to perform any of the following duties:

(a) Make recommendations to the board for improving the

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.

quality and quantity of public services to be rendered by the officers and employees to the residents of the town;

(b) Keep the board fully advised as to the conditions and needs of the town;

(c) Report to the board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the town;

(d) Report to the board the condition of all property, real and personal, owned by the town and recommend repairs or replacements as needed;

(e) Recommend specific personnel positions, as may be required for the needs and operations of the town, and may propose personnel policies and procedures for approval of the board;

(f) Employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with personnel policies and procedures, if any, adopted by the board;

(g) Act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business; provided, that all purchases shall be made in accordance with policies, practices and procedures established by the board;

(h) Prepare and submit the annual budget and capital program to the board for their adoption by ordinance; and

(i) Such other duties as may be designated or required by the board. (Ord. #97-12, Aug. 1997)