

TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

CHAPTER

1. CITY COUNCIL.
2. CITY MANAGER.
3. CITY CLERK AND DEPUTIES.

CHAPTER 1

CITY COUNCIL<sup>2</sup>

SECTION

- 1-101. Meetings.
- 1-102. Order of business.
- 1-103. General rules of order.

1-101. Meetings. (1) Regular meetings. The regular meetings of the council shall be held at 7:00 P.M. on the second Tuesday of each month in the council meeting room of the Kingston Community Center; however, upon a majority of council, any such regular meeting may be held at another site, the public welfare requiring it. Provided, however, the regular meeting of any specific month may be held on another date and time if acceptable to a majority of the council with at least twenty-four (24) hours notice being given to all members thereof and notice being published in the official newspaper of the city.

(2) Special meetings. Special meetings may be called by the mayor or by at least two (2) councilmen on twenty-four (24) hours notice, or shorter in case of an emergency, to the other members of the council personally served by the mayor, a councilman or a police officer. The notice shall indicate in a

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<sup>1</sup>Charter reference

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building and plumbing inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

<sup>2</sup>Charter references

Particularly Articles III and IV.

general way the business to be considered, and business not embraced in the call shall not be considered unless all members of the council are present.

(3) Quorum. Except as provided in Article IV, section 4.04, of the city charter, four (4) members of the council, the mayor being a member thereof, shall constitute a quorum for the conduct of business; provided, however, in the absence of a quorum, three (3) members may adjourn the meeting to a later date giving at least twenty-four hours prior notice thereof to absent members.

(4) Public accessibility. All council meetings both regular and special, shall be open to the public and citizens shall have a reasonable opportunity to be heard. The council shall exercise its powers only at public meetings. (1975 code, sec. 1-101, as amended by Ord. #00-11-14, Dec. 2000)

1-102. Order of business. At each regular meeting of the city council the following order of business shall be observed unless dispensed with by a majority vote of the council:

- (1) The meeting will be called to order by the mayor.
- (2) The roll will be called by the city clerk.
- (3) The minutes of the previous meeting will be read by the clerk and approved or corrected by the council.
- (4) The council will hear grievances from citizens.
- (5) The council will hear communications from the city manager.
- (6) The council will hear reports from the mayor, councilmen, and other officers and committees.
- (7) The council will dispose of old business.
- (8) The council will consider new business.
- (9) The meeting will be adjourned.

The agenda of the regular council meeting shall be prepared under the direction of the city manager. The mayor, any member of council, the city manager or the city attorney may submit any item of business for inclusion on the agenda and the city manager shall add such matter to the agenda. Any such item must be submitted no later than 4:30 P.M. on the Wednesday preceding any regular council meeting. No item of business may be added to the agenda for consideration by the city council at the next regular council meeting after the above stated time except by unanimous consent of all members of council. (1975 code, sec. 1-102, as amended by Ord. #00-11-14, Dec. 2000, and replaced by Ord. #4-12-14, Jan. 2005)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the city council at its meetings in all cases to which they are applicable and in which they are not inconsistent with special rules in the municipal charter or adopted by the council and set out in this code. (1975 code, sec. 1-103)

CHAPTER 2

CITY MANAGER<sup>1</sup>

SECTION

1-201. To be bonded.

1-202. Annual performance evaluation.

1-201. To be bonded. The city manager shall, before entering upon his duties, execute a fidelity bond in such sum as the city council shall prescribe. Said bond shall be with a surety company authorized to do business in the State of Tennessee and shall be paid for by the city. (1975 code, sec. 1-201)

1-202. Annual performance evaluation. At the regular April meeting of the city council, a city manager evaluation form (similar to attachment)<sup>2</sup> will be distributed to each council member. Each council member will be asked to complete the evaluation form and forward it to MTAS, 120 Conference Center Building, Knoxville, TN 37996-4105, Attn: Municipal Management Consultant for Kingston, before the May council meeting. An MTAS assigned consultant will consolidate reports received from council members into one report to be presented to the city manager on or before June 15.

Appraisal forms, which shall be made on a form similar to attachment to Ord. #3-4-8-2, will be transmitted to each councilperson with an explanatory letter as attached to this code.<sup>2</sup>

In the event all evaluation forms are not turned in to MTAS by the end of day of the May council meeting, only those forms submitted will be consolidated into the final report.

After private consultation to discuss the evaluation with the city manager, the MTAS representative will provide a copy of the combined evaluation to city council members with his suggested recommendations to the city manager that could help to broaden his expertise. (Ord. #88-2-9-1, as replaced by Ord. #3-4-8-2, June 2003)

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<sup>1</sup>Charter references  
Particularly Articles V and VI.

<sup>2</sup>See attachments to Ord. #3-4-8-2, June 2003, in Appendix A of this code.

## CHAPTER 3

CITY CLERK AND DEPUTIES<sup>1</sup>

## SECTION

1-301. To be bonded.

1-301. To be bonded. The city clerk and any deputies shall, before entering upon their duties, execute a fidelity bond in such sum as the city council shall prescribe. Said bond shall be with a surety company authorized to do business in the State of Tennessee and shall be paid for by the city. (1975 code, sec. 1-301)

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<sup>1</sup>Charter reference  
Particularly Article VI.