

TITLE 2

BOARDS AND COMMISSIONS, ETC.

CHAPTER

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3. LIBRARY BOARD.
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CHAPTER 1

RECREATION AND PARKS COMMISSION

SECTION

- 2-101. Creation and membership.
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- 2-103. Functions and powers of board.
- 2-104. Removal of members.
- 2-105. Employment of director and employees; duties of employees.

2-101. Creation and membership. A commission on recreation and parks is hereby created and hereafter referred to as the Recreation and Parks Commission for the City of Sweetwater, Tennessee. Said commission shall consist of seven (7) members with one (1) member being a city commissioner, who shall be designated as recreation and parks commissioner, together with six (6) other members of the commission, who shall be residents of the City of Sweetwater and appointed by the mayor and board of commissioners, to serve without compensation.

Commissioners serving as of June 30, 1998, shall serve out their term, and commissioners shall be appointed by the Mayor and Board of Commissioners of the City of Sweetwater for such terms that will produce a board of seven (7) members, with three (3) members' terms expiring each year, for two (2) year terms, plus the recreation and parks commissioner. Any vacancy on the commission occurring in any manner shall be filled by the mayor and board of commissioners. (Ord. #711, June 1998)

2-102. Public meetings; officers; minutes. The recreation and parks commission shall hold public meetings and elect a chairman, vice-chairman, and secretary, and shall keep minutes of all regular and special meetings and furnish a copy of said minutes to the city recorder to be kept in well bound record book. (Ord. #657, Feb. 1994)

2-103. Functions and powers of board. (1) Functions. The board shall perform those duties granted in Tennessee Code Annotated, § 11-24-103(b)(1).

(2) Powers. The board shall have those powers as granted by the mayor and board of commissioners.

2-104. Removal of members. Any member of the recreation and parks commission may be removed for cause in the manner provided by the general ouster law of the State of Tennessee. The mayor and board of commissioners may by affirmative vote of the majority of the mayor and board of commissioners remove any member of the recreation and parks commission for misfeasance or malfeasance, or any other sufficient and just cause, not inconsistent with the provisions hereof, after due hearing before the mayor and the board of commissioners, following ten days notice in writing of the specific charges against him or her. (Ord. #657, Feb. 1994, modified)

2-105. Employment of director and employees, duties of employees. The mayor and board of commissioners shall employ a competent and well qualified person to serve as director of recreation and parks, to maintain the city recreational facilities efficiently and economically. The director may be discharged for incompetency, for default in office, or for failure to perform the duties of the office. The director shall recommend to the mayor and board of commissioners the personnel he requires to perform his duties, and the mayor and board of commissioners shall have the authority to employ the necessary employees that are required. (Ord. #657, Feb. 1994, modified)

CHAPTER 2

BOARD OF PUBLIC UTILITIES¹

SECTION

- 2-201. Definitions.
- 2-202. Creation and membership of the board of public utilities.
- 2-203. Meetings and organization of the board.
- 2-204. Powers and duties of the board.
- 2-205. Contracts, leases, and agreements.
- 2-206. Conformity to bond resolution.
- 2-207. Reports to the mayor and board of commissioners.
- 2-208. Compensation of the board.
- 2-209. Removal of board members.
- 2-210. Board to have jurisdiction over waterworks, sewerage works, and gas system.
- 2-211. Board to assume debts and obligations of waterworks, sewerage works, and gas systems and to pay tax equivalents to the city.
- 2-212. Building permit required for service connection; exception.
- 2-213. Unauthorized use of or interference with water supply.

2-201. Definitions. (1) "Board," as used herein, shall mean the board of public utilities of the city.

(2) "Member" shall mean an individual member of such board.

(3) "Mayor and board of commissioners" shall mean the governing body of the city.

(4) "System" shall mean the utilities system of the city. (1982 Code, § 13-101)

2-202. Creation and membership of the board of public utilities.

The board of public utilities as created by Ord. #188, adopted on final passage June 8, 1939, is hereby expanded so as to include two (2) additional members. Said board shall now consist of five (5) members. No person shall be eligible to be a member of the board unless he shall be a citizen and bona fide freeholder or householder of the City of Sweetwater, shall live within the corporate limits of said city and shall have so lived for at least one (1) year prior to his appointment, and shall be at least twenty-five (25) years of age. Furthermore,

¹Charter reference

Delegation of control over utilities: art. VII, § 2.

Municipal code references

Building and electrical code: title 12.

Cross connections, etc.: title 18, chapter 2.

no member of the board can be an elected officer of or an employee of Monroe County, the City of Sweetwater, or the board of public utilities except that one (1) member of the board shall be chosen as hereinafter provided from the mayor and board of commissioners.

The four (4) appointed members of the board shall be appointed so that the term of one member shall expire on July 1 of each year. All except initial appointees and those appointed to serve unexpired terms shall serve four (4) year terms.

The fifth member of the board shall be the commissioner of the City of Sweetwater who is duly appointed as a member of the board of public utilities, and who shall by virtue of his said office, and for the tenure thereof, be one member of the board of public utilities. His tenure on said board shall be confined to his tenure of office as commissioner. Vacancies on the board shall be filled for the unexpired term only. New members, either for the purpose of filling a vacancy or for a full term, shall be selected and appointed by the mayor and board of commissioners. Each member shall hold his office until his successor is appointed and qualified. (1982 Code, § 13-102)

2-203. Meetings and organization of the board. The board shall promptly after its selection nominate and elect a chairman who shall preside over its meetings and a vice-chairman who shall preside in the absence or disability of the chairman. The board shall also select a secretary and treasurer or it may select one person to hold both offices who shall be designated as secretary-treasurer.

A new election of officers of the board shall be held at the first regular meeting of the board held following the appointment of a new member for a full term. However, officers once elected shall hold office until their successors are elected and qualified or until they cease to be members.

The board shall have the right to adopt by-laws, rules, and regulations not inconsistent herewith and not inconsistent with the laws of the land, the charter and ordinances of the City of Sweetwater, or the duly authorized and executed contracts of the City of Sweetwater or the board. The board may provide for the time, place, and manner of holding its regular and special meetings, and all such meetings shall be public and no action shall be taken except by a majority of the board. Three (3) members of the board shall constitute a quorum, but a smaller number may adjourn from day to day. The general manager herein provided for shall attend all meetings of the board and shall have a seat and voice but no vote in such meetings. Actions of the board may be made by motion or resolution on single readings effective immediately. (1982 Code, § 13-103)

2-204. Powers and duties of the board. (1) The board shall employ a competent and well qualified person to serve as general manager of the system who shall have the sufficient training and experience to enable him or her to

operate said system efficiently and economically, and whose salary shall be fixed by the board. The manager may be discharged at any regular meeting of the board for incompetency, for default in office, failure to perform the duties of the office, failure to comply with the rules and regulations of the board, or for any malfeasance or misfeasance in office. However, no employee of the board shall be discharged because of political affiliations, and no person shall be hired, during the tenure of any member, who is a member of an immediate family of the board member. Immediate family is defined as child, step-child, mother, father, spouse, grandparent, brother, sister, grandchild, stepbrother, step-sister, step-mother, step-father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, or niece. It shall be the duty of the members of said board and the employees thereof to operate the system in a manner most consistent with sound economy and to public advantage, and to carry out the duties of their respective office without regard to political or personal favor and without discrimination.

(2) The board shall have the power to select, employ, and fix the salaries of officers and employees of the system, but may delegate this power to the general manager of the system except for the fixing of the salary of the general manager.

(3) Said board shall have full charge of operating, maintaining, extending, and servicing the utilities system, of making disbursements of its funds in accordance with law and ordinances and contracts made and entered into by the City of Sweetwater, and of collecting all moneys due to the system. It shall keep all necessary and proper books and records of said funds, and of all records and accounts of the system, and shall keep its funds in a special bank account or accounts kept for that purpose. It shall have them audited annually, and shall have them always available for inspection by the duly authorized representatives of the City of Sweetwater. The board shall require a fidelity bond with a corporate surety from all officers or persons charged with the handling and safekeeping of any of its funds. The cost of auditing, the cost of surety bonds, and any other expenses required by this chapter which are necessary to the operation of the utilities system or the performance of the duties of the board shall be paid by said board and shall be paid out of revenues collected by and from the system. All disbursements made by the board shall be approved by a majority of the board.

(4) The board shall have the right to extend or enlarge said system, the right to contract and to be contracted with, the right to exercise the rights of eminent domain, in the name of the City of Sweetwater, by and with the consent of the mayor and board of commissioners, the right to institute suit and defend suits brought against it, the right to employ counsel, and in general to do all acts and things necessary for the operation and maintenance of the utilities system.

(5) The board shall be required to give full effect to the contracts with the Tennessee Valley Authority, and others, with reference to the acquisition and purchase of the distribution system, as well as the power contract between

the Tennessee Valley Authority and the City of Sweetwater; shall collect all bills when due and shall neither donate electricity, natural gas, or water and sewer service nor deviate from the established rate schedules for the aforementioned services. In order to comply with the provisions of this subsection, the board shall rigidly enforce the collection of bills for service and shall, within the time prescribed by its rules and regulations, discontinue service for the non-payment of bills.

(6) The board shall fix rates to be charged for services rendered by the system, which rates shall be fair, reasonable, and uniform for all customers within the same class, and different rate schedules may be applied to different classes of customers, as determined by the board. Rates within the city may be less, but not greater than, rates for the same service outside the city. The rates for utility service shall be fixed in conformity with the resale rates that the city is required to charge by the city's contractual obligations with the Tennessee Valley Authority, either under the existing contractual rate or under the rates as may be revised pursuant to said contract. (1982 Code, § 13-104)

2-205. Contracts, leases, and agreements. The board may, in the operation of the system by itself or by its duly authorized officers and employees, execute deeds and enter into leases, contracts, and agreements, provided the terms of such leases, deeds, contracts, and agreements shall not conflict with the provisions of this chapter and shall be limited to a period of time, which will expire on or before twenty (20) years; provided, however, that longer term contracts may be made by and with the written authorization of the mayor and board of commissioners. The time limit prescribed in this paragraph for the duration of contracts and agreements shall not apply to bond issues. The authority given the board by this section shall not be construed to give the board authority to sell or lease all or a major portion of this system unless the transaction is duly approved by the mayor and board of commissioners, in conformity with the bond resolution, being an ordinance which shall not be passed as an emergency ordinance. (1982 Code, § 13-105)

2-206. Conformity to bond resolution. The board shall operate the system, collect, handle, and distribute its funds strictly in accordance with the provisions of outstanding bond resolutions, adopted by the mayor and board of commissioners of the City of Sweetwater, Tennessee, relating to the board of public utilities. The board shall keep such accounting records, shall maintain such funds and accounts, shall set aside such revenues, and make such distributions as provided for in outstanding bond resolutions. It shall also be the duty of the board to pay promptly into the general fund of the City of Sweetwater the full amount due for tax equivalent as well as any other sum that may be due the general fund of the City of Sweetwater. Said board of public utilities shall have no power to expend, pledge, or distribute any sum due the general fund of the City of Sweetwater; and shall levy and collect such rates as

may be necessary and in conformity with the Tennessee Valley Authority contract, to produce sufficient revenue to pay said charges promptly. (1982 Code, § 13-106)

2-207. Reports to the mayor and board of commissioners. It shall be the duty of the board to make annual reports to the mayor and board of commissioners showing in detail the financial condition of the utilities system, together with a complete operating statement thereof for the period preceding, and shall furnish any other information relative to said system as may be required by the mayor and board of commissioners. Additional meetings as required may be held upon request of either the mayor and board of commissioners or the board of public utilities. The aforementioned reports shall be kept on file at the general manager's office and open to inspection at all reasonable hours to taxpayers and the users within the system, as well as to their agents and attorneys. In the second week in September of each year, the board of public utilities shall meet with the mayor and board of commissioners. (1982 Code, § 13-107)

2-208. Compensation of the board. Members of the board shall receive no salary for their services but shall be required to meet at least once each month in regular meeting. They shall each be entitled to receive a fee of two hundred fifty dollars (\$250.00) per month per member. But this limitation in payment shall in no way affect the number of meetings which the board may hold in any one month. In addition to said compensation, board members shall be paid their actual and necessary traveling expenses, if any, in the performance of the duties of their office. (1982 Code, § 13-108, modified, as amended by Ord. #899, July 2013)

2-209. Removal of board members. Any member of the board may be removed for cause in the manner provided by the general ouster law of the State of Tennessee. The mayor and board of commissioners may by an affirmative vote of the majority of the mayor and board of commissioners remove any member of the board of public utilities for misfeasance or malfeasance, or any other sufficient and just cause, not inconsistent with the provisions hereof, after due trial before the mayor and board of commissioners following ten (10) days notice in writing of the specific charges against him. (1982 Code, § 13-109, modified)

2-210. Board to have jurisdiction over waterworks, sewerage works, and gas system. All jurisdiction over the municipal waterworks, sewerage works, and gas system now vested in the mayor and board of commissioners is hereby transferred to and conferred upon the board of public utilities. The board shall keep separate accounts for the electric plant and each

works, making due and proper allocation of all joint expenses, revenues, and property valuations. (1982 Code, § 13-110)

2-211. Board to assume debts and obligations of waterworks, sewerage works, and gas systems and to pay tax equivalents to the city.

The board of public utilities shall assume responsibility for meeting all debts and obligations of the waterworks, sewerage works, and gas system. Further, the board shall pay to the municipal general fund each year a tax equivalent payment covering the properties and operations of the waterworks, sewerage works, and gas system. Said tax equivalent payments shall not be inconsistent with the provisions of any outstanding board resolution. This payment shall be in addition to any debt service required to meet the bonded indebtedness of the utilities and shall be in an amount determined by the mayor and board of commissioners at the time of adoption of the annual budget. (1982 Code, § 13-111)

2-212. Building permit required for service connections; exception.¹

The board of public utilities shall not establish or connect any new services to any water, sewer, gas, or electric customers within the city unless such customer first tenders a building permit or an occupancy permit issued by the building inspector or unless the customer obtains a letter from the building inspector stating that a building permit is not necessary and why it is not necessary. (1982 Code, § 13-112)

2-213. Unauthorized use of or interference with water supply. No person shall turn on or turn off any of the utilities curb stops, valves, or fire hydrants without permission or authority from the board of public utilities except to fight fire or when being inspected in the presence of an authorized agent. (1982 Code, § 13-113)

¹Municipal code reference
Building code: title 12, chapter 1.

CHAPTER 3

LIBRARY BOARD

SECTION

- 2-301. Creation of library board.
- 2-302. Duties of library board.
- 2-303. Library board budget.
- 2-304. Additional powers of library board.
- 2-305. Officers of library board.

2-301. Creation of library board. A board for the operation and maintenance of a public library system in the City of Sweetwater is hereby created and established and is hereafter referred to as the library board. Said board shall consist of ten (10) members, one member of which shall be a city commissioner who shall be designated in addition to his other duties as the library commissioner and who shall be elected by the Mayor and Board of Commissioners of the City of Sweetwater. The other nine (9) members of the board shall be residents of the City of Sweetwater and shall be appointed by the mayor and board of commissioners and shall serve without compensation. Except for their initial appointments, the terms of the six appointed members of the library board shall be for three years each, and not more than five of the said members shall be of the same sex. The seven members first appointed shall be appointed for terms of one, two, and three years--three for one year, two for two years, and two for three years, with terms expiring on July 1, 1982, July 1, 1983, and July 1, 1984, respectfully. The representative of the board of commissioners shall be appointed when the first vacancy occurs after the initial appointments or as of July 1, 1981. As to the requirement that members be residents of the City of Sweetwater, nothing in this section shall interfere with the composition of the library board as it is presently constituted. Up to three advisory members may be appointed by the library board from the geographical area served by the library for a term of one year and are eligible for reappointment. (Ord. #532, June 1982, as amended by Ord. #575, Sept. 1985, and Ord. #676, Aug. 1995)

2-302. Duties of library board. The members of the library board shall organize by electing officers and adopting by-laws, rules, and regulations not inconsistent herewith and not inconsistent with the laws of the land, the charter, and ordinances of the City of Sweetwater, or the duly authorized and executed contracts of the City of Sweetwater or the board. The board shall have the power to direct all the affairs of the library including appointment of a librarian who shall direct the internal affairs of the library, and such assistants or employees as may be necessary. It may make and enforce rules and regulations and expend such funds as necessary for the operation and

maintenance of the library so long as said expenditures are within the budget allocated and/or approved by the mayor and board of commissioners for the library board. It may receive donations, devises, and bequests to be used by it directly for library purposes. The library board shall have power to make and enforce rules providing penalties for loss of or injury to library property. The library board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to the board of commissioners. (Ord. #532, June 1982)

2-303. Library board budget. Annually, the library board shall submit a budget to the mayor and board of commissioners for its approval. The library board is prohibited from making any appropriation or contracting any indebtedness which will exceed the amount appropriated for this purpose by the mayor and board of commissioners, and any indebtedness contracted which will be in excess of such amount will not be a binding obligation against the city. The library board shall make full and complete quarterly and annual financial and operational reports to the mayor and board of commissioners, and such other reports as from time to time are requested by the mayor and board of commissioners. (Ord. #532, June 1982)

2-304. Additional powers of library board. In addition to the powers and duties of the library board as set out herein, the library board shall have all the rights and powers and shall be charged with all the duties and responsibilities provided for such library boards through the statutes of Tennessee, and particularly through Tennessee Code Annotated, §§ 10-3-101 through 10-3-111. (Ord. #532, June 1982)

2-305. Officers of library board. The board shall promptly after its selection nominate and elect a chairman who shall preside over its meetings and a vice-chairman who shall preside in the absence or disability of the chairman. The board shall also select a secretary and treasurer or it may select one person to hold both offices who shall be designated as secretary-treasurer. The board shall annually elect officers in April to take office in July. Officers once elected shall hold office until their successors are elected and qualified or until they cease to be members. The board may provide for the time, place, and manner of holding its regular and special meetings, and all such meetings shall be public and no action shall be taken except by a majority of the board. Four members of the board shall constitute a quorum, but a smaller number may adjourn from day to day. Actions of the board may be made by motion or resolution on single readings effective immediately. (Ord. #532, June 1982)

CHAPTER 4

ECONOMIC DEVELOPMENT BOARD

SECTION

2-401. Creation and membership.

2-402. Functions and duties.

2-403. Officers and organization of the board.

2-404. Report to the mayor and board of commissioners.

2-405. Jurisdiction over industrial property.

2-406. Relationship to other city boards.

2-401. Creation and membership. There is hereby created and established the Economic Development Board of the City of Sweetwater. By virtues of their offices, the mayor of the city, the General Manager of Sweetwater Utilities Board, the City of Sweetwater Code Enforcement Officer, and the Director of Monroe County Economic Development shall be members of the board. In addition, there shall be four private citizen members of the board to be nominated by the mayor and confirmed by the board of commissioners. Of the initial nominations for the private citizen board members, two shall be for a two year term and two shall be for a four year term. Thereafter, all nominations shall be for a four year term. (as added by Ord. #771, June 2004)

2-402. Functions and duties. The economic development board shall:

(1) Identify, evaluate and develop a strong economic base for the community.

(2) Establish a vision and set goals for economic and industrial development in the community.

(3) Make recommendations to the mayor and board of commissioners for economic and industrial development, to include any funding necessary to the city's general operating budget and the capital improvement program.

(4) Strengthen the economy to more effectively use the community's natural and human resources and better meet community and regional needs.

(5) Ensure the location and development of only those commercial and industrial uses that will not adversely affect the community's human and natural resources.

(6) Support and address the needs of existing industry. (as added by Ord. #771, June 2004)

2-403. Officers and organization of the board. (1) The board shall hold an organizational meeting within thirty days of its original creation and thereafter in August of each odd numbered year for the purpose of electing officers. At such meeting the board shall elect a chair to preside over its meetings and attend to its daily business, a vice-chair to preside and perform in

the absence of the chair, and a secretary who shall record and preserve the minutes of each meeting of the board as well as its other records. The chair so elected shall have no vote in the proceedings of the board.

(2) A copy of the minutes of the board meetings shall be provided to the city recorder in a prompt and efficient manner.

(3) The board may adopt such by-laws, rules and regulations as are necessary to its functions and duties.

(4) The board shall provide for the time, place and manner of holding its regular and special meetings and all such meeting shall be public.

(5) Four members of the board shall constitute a quorum for transacting official business, which shall be by motion or resolution on single readings effective immediately.

(6) The executive committee of the board shall consist of the chair of the board, the mayor of the city, the General Manager of Sweetwater Utilities Board, and the Director of Monroe County Economic Development. The executive committee director may exercise all powers of the board between regular meetings of the board, subject to report and affirmation of such actions at the next subsequent regular meeting of the board. (as added by Ord. #771, June 2004)

2-404. Report to the mayor and board of commissioners. It shall be the duty of the board to make an annual report to the mayor and board of commissioners at a joint meeting in January of each year. At such meeting, the board shall present its plan for economic and industrial development for the ensuing year and review accomplishments of the previous year. Such annual report shall specifically address any projected development needs for inclusion in the city's capital improvements program, any projected development needs for inclusion in the city's general fiscal year budget, any recommendations for policy or legislation needed, and such other information as the board may deem appropriate. Additional meetings as required may be held at the request of either the economic development board or the mayor and board of commissioners. (as added by Ord. #771, June 2004)

2-405. Jurisdiction over industrial property. All jurisdiction over industrial property owned by the City of Sweetwater now vested in the mayor and board of commissioners is hereby transferred to and conferred upon the economic development board, provided that, any proposed purchases, leasing or other acquisition of property by the economic development board shall first be submitted to the mayor and board of commissioners for its specific approval, specifying its location, size, nature, suitability for proposed use, cost, proposed financing for the purchase, proposed cost for development and infrastructure, availability of third party financing or contributions and whether annexation is required. The economic development board is prohibited from making any appropriation or contracting any indebtedness which will exceed the amount

specifically appropriated by general budget or expressly otherwise approved by the mayor and board of commissioners. The economic development board may propose economic incentives to the mayor and board of commissioners, but expressly has no authority to grant or promise the granting of the same without the specific prior approval of the mayor and board of commissioners. (as added by Ord. #771, June 2004)

2-406. Relationship to city boards. The economic development board shall have authority to convene the industrial development board or the health, education and housing facility board if the actions of either of these boards is needed to carry out is approved program or proposals of the economic development board. The authority to convene these boards is specifically NOT a delegation of the authority of the mayor and board of commissioners to approve issuance of bonds or any other debt of the city. (as added by Ord. #771, June 2004)

CHAPTER 5**SWEETWATER HERITAGE MUSEUM BOARD****SECTION**

- 2-501. Creation of Sweetwater Heritage Museum Board.
- 2-502. Powers and duties of museum board.
- 2-503. Museum board administration and finances.
- 2-504. Officers of museum board.

2-501. Creation of Sweetwater Heritage Museum Board. A board for the operation and maintenance of the Sweetwater Heritage Museum in the City of Sweetwater is hereby created and established and is hereafter referred to as the museum board. Said board shall consist of seven (7) members. One (1) member shall be a city commissioner who shall be designated in addition to his other duties as the museum commissioner and who shall be elected by the Mayor and Board of Commissioners of the City of Sweetwater. Another member shall be a member of an historic or patriotic organization, which may be the historic zoning commission, and shall be designated as the historic member. Another member shall be a representative of the parks and recreation commission, and shall be designated the recreation member. The remaining four (4) members shall be residents of the State of Tennessee and shall be appointed by the mayor and board of commissioners and shall serve without compensation. Except for their initial appointments, the terms of the appointed members shall be for three (3) years each, and not more than five (5) of the members shall be of the same sex. The six (6) initial appointments shall have terms as follows: two (2) members for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years, with terms expiring on July 1, 2011; July 1, 2012, and July 1, 2013, respectively. The representative of the board of commissioners shall be appointed to a two (2) year term following every city election or when a vacancy occurs. (as added by Ord. #855, July 2010)

2-502. Powers and duties of museum board. The members of the museum board shall organize by electing officers and adopting bylaws, rules, and regulations not inconsistent herewith and not inconsistent with the laws of the land, the charter, and ordinances of the City of Sweetwater, or the duly authorized and executed contracts of the City of Sweetwater or the board. The board shall have the power to direct all the affairs of the museum including appointment of a curator who shall direct the internal affairs of the museum in a voluntary capacity, and such assistants in a voluntary capacity as may be necessary. If at some time in the future a person is employed specifically for the museum, the employee(s) are considered an employee of the City of Sweetwater and therefore subject to all rules and regulations of title four (4) of the Sweetwater Municipal Code, including the authority of the Mayor and Board of

Commissioners of the City of Sweetwater. The museum board may make and enforce rules and regulations. The museum board may determine the activities and events of the museum, hours of operation, and exhibits to be displayed, as well as the day-to-day operations of the museum. (as added by Ord. #855, July 2010)

2-503. Museum board administration and finances. The museum board may conduct fundraisers and raise funds on behalf of the museum, so long as all funds are properly receipted and presented to the recorder within two (2) business days for deposit. The museum shall receive funding as allocated in the City of Sweetwater's annual budget by the mayor and board of commissioners. The Parks and Recreation Department of the City of Sweetwater shall oversee the building maintenance. The museum board may apply for appropriate grants to benefit the museum, but must receive permission from the mayor and board of commissioners prior to application. The museum board does not have the authority to obligate the City of Sweetwater financially in any way without approval of the mayor and board of commissioners. The city recorder shall maintain a record of all revenues and expenditures of the museum in the city's general ledger and be the custodian of all museum funds. (as added by Ord. #855, July 2010)

2-504. Officers of museum board. The board shall promptly after its selection nominate and elect a chairman who shall preside over its meetings and a vice-chairman who shall preside in the absence or disability of the chairman. The chairman shall make an annual report to the mayor and board of commissioners concerning the activities of the past year, and expected activities for the future. The board shall also select a secretary and treasurer or it may select one (1) person to hold both offices who shall be designated as secretary-treasurer. The board shall annually elect officers in April to take office in July. Officers once elected shall hold office until their successors are elected and qualified or until they cease to be members. All meetings must be advertised at least once annually. The board may provide for the time, place, and manner of holding its regular and special meetings, and all such meetings shall be public and no action shall be taken except by a majority of the board when a quorum is present. Four (4) members of the board shall constitute a quorum, but a smaller number may adjourn from day to day. Actions of the board may be made by motion or resolution on single readings effective immediately. (as added by Ord. #855, July 2010)