

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. PUBLIC RECORDS.

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.

Fire department: title 7, chapter 2.

Utilities: titles 18 and 19.

Wastewater treatment: title 18, chapter 2.

Zoning: title 14.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN¹

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Terms of office.
- 1-105. Compensation.

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. (CST) on the last Thursday of each month at the Pegram Town Hall Building. (1990 Code, § 1-102, as amended by Ord. #2000-11, Feb. 2000)

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, in whole or in part by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Roll call by the recorder.

¹Charter 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.

Municipal code reference

Ord. #1999-6, March 1999, which increases the number of aldermen from 2 to 4 and institutes staggered terms of office, is available in the office of the recorder.

- (3) Reading of minutes of the previous meeting by the recorder, and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the board of mayor and aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1990 Code, § 1-103, modified)

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. (1990 Code, § 1-104, modified)

1-104. Terms of office. In accordance with Tennessee Code Annotated, § 6-1-403 staggered four year terms of office are established for the board of mayor and aldermen as follows:

- (1) The adoption of the ordinance upon which this section is based shall not affect the terms of the present board of mayor and aldermen.
- (2) At the first municipal election following the adoption of the ordinance upon which this section is based, members of the board of mayor and aldermen shall be elected for transitional three year term.
- (3) Following the adoption of the ordinance upon which this section is based and the first election thereafter, all terms of office for mayor and aldermen shall be four (4) years. (1990 Code, § 1-101)

1-105. Compensation. The mayor's salary shall be twelve hundred dollars (\$1200.00) per year. The aldermen's salary shall be nine hundred dollars (\$900.00) per year. All salaries shall be paid monthly. (1990 Code, § 1-105)

CHAPTER 2**MAYOR¹****SECTION**

1-201. Generally supervises city's affairs.

1-202. Executes town's contracts.

1-201. Generally supervises town's affairs. The mayor shall have general supervision of all town affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities.² (1990 Code, § 1-201)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1990 Code, § 1-202)

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.

²Charter reference

Duties of mayor: § 6-3-106.

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-304. Compensation.

1-301. To be bonded. The recorder shall be bonded in the amount of fifty thousand dollars (\$50,000.00), by an authorized company organized and existing under the laws of the State of Tennessee to write such bonds. (1990 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. (1990 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 of mayor and aldermen to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers. (1990 Code, § 1-303)

1-304. Compensation. The compensation for the recorder shall be set by the board of mayor and aldermen and included in the annual budget. (1990 Code, § 1-304)

¹Charter references

City recorder: § 6-4-201 *et seq.*

Recorder as treasurer: § 6-4-401(c).

Recorder as judge: § 6-4-301(b)(1)(C).

CHAPTER 4

PUBLIC RECORDS

SECTION

1-401. Procedures regarding access and inspection of public records.

1-402. Fees for inspection and copying of public records.

1-401. Procedures regarding access and inspection of public records. (1) Consistent with the Public Records Act of the State of Tennessee, personnel at the Town of Pegram shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.

(2) Employees of the Town of Pegram 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 Pegram.

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

(4) 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 Pegram town employees may demand reasonable identification of any person requesting a record.

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

(6) Removal of records from town hall shall not be permitted.

(7) Reproduction of records shall not be undertaken when, in the judgment of personnel of the Town of Pegram, such reproduction would cause damage to the record(s). (Ord. #1998-09, Nov. 1998)

1-402. Fees for inspection and copying of public records. (1) The Town of Pegram hereby establishes the following fees to cover the cost of reproduction, personnel costs related to time spent retrieving and accessing records, and personnel costs related to time spent supervising inspection or reproduction of records.

FAX:	\$1.00 per page local call
	\$3.00 per page long distance call

Charter:	\$45.00
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Zoning ordinance:	\$20.00
Subdivision ordinance:	\$20.00
Public documents	\$1.00 per page

(2) All fees for purposes identified in § 1-402(1) above shall be due at the time such costs are incurred.

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

(4) No reproduction fee shall be assessed when an employee of the Town of Pogram determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

(5) A receipt shall not be required for any charges of \$5.00 or less unless requested by the customer. (Ord. #1998-09, Nov. 1998, modified)