

## TITLE 1

### GENERAL ADMINISTRATION

#### CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. RECORDER.
3. TREASURER.

#### CHAPTER 1

### BOARD OF MAYOR AND ALDERMEN<sup>1</sup>

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Elections.

**1-101. Time and place of regular meetings.** The regular meetings of the board of mayor and aldermen shall be at a time and place as determined from time to time by passage of a resolution. (Ord. #7, April 1968, modified)

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<sup>1</sup>Charter 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

**1-102. Elections.** (1) There shall be two<sup>1</sup> aldermanic seats, elected at-large, on the Woodland Mills Board of Mayor and Aldermen.

(2) **Municipal elections to be held in November.** Beginning in 2008, and in all even-numbered years thereafter, elections for the positions of mayor and aldermen shall be held on the first Tuesday after the first Monday in November.

(3) **Transitional election.** (a) In compliance with § 6-3-101(c)(3) of the Woodland Mills City Charter, the two aldermanic seats up for election in March of 2004 shall be for terms of four (4) years. Beginning with the municipal election in 2008, one aldermanic seat shall be elected for a four (4) year term and the other aldermanic seat shall be elected for a two (2) year term of office. Thereafter, all aldermen shall be elected for a four (4) year term of office.

(b) In compliance with § 6-3-104 of the Woodland Mills City Charter, the mayor and aldermen elected to four (4) year terms in March 2004, election shall have their terms extended until the general election held in November 2008. Thereafter, municipal elections shall be held on the first Tuesday after the first Monday in November in even numbered years.

(4) **Terms of office.** The terms of office shall begin at noon local time on the first Monday in the month following the date of said election. The mayor and aldermen shall in office serve until their successors are elected and qualified. (Ord. #1-04, Feb. 2004, as amended by Ord. #2-04, Feb. 2004)

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<sup>1</sup>Ord. #1-04, Feb. 2004 reduced the number of aldermen from four (4) to two (2).

**CHAPTER 2****CITY RECORDER**<sup>1</sup>**SECTION**

1-201. To be bonded.

1-202. To keep minutes and perform general administrative duties.

1-203. Term of office.

**1-201. To be bonded.** The city recorder shall be bonded in the amount of two thousand five hundred dollars (\$2,500.00), with surety acceptable to the governing body of the city, before assuming the duties of his office. (Ord. #2, April 1968)

**1-202. To keep minutes and perform general administrative duties.** It shall be the duty of the city recorder to keep minutes of all meetings of the board of mayor and aldermen, to preserve in a separate book all original ordinances, to have the custody of and responsibility for preserving all corporate bonds, records, and papers in such place as the municipality shall provide; to perform such administrative duties as may be assigned to the office by ordinance and custom. (Ord. #2, April 1968)

**1-203. Term of office.** The city recorder shall hold office for a term of one year, from and after the first term. The first term shall begin the first (1<sup>st</sup>) day of April 1968 and end the thirtieth (30<sup>th</sup>) day of June 1969. (Ord. #2, April 1968)

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<sup>1</sup>Charter references

City recorder: § 6-4-201 et seq.

Recorder as treasurer: § 6-4-401(c).

**CHAPTER 3****TREASURER**<sup>1</sup>**SECTION**

1-301. Office of treasurer created.

1-302. General duties.

1-303. Office of city recorder and treasurer may be held by same person.

**1-301. Office of treasurer created.** There is hereby created the office of the Treasurer of the City of Woodland Mills. (Ord. #2, April 1968)

**1-302. General duties.** The treasurer shall have the safekeeping of the funds of the city and pay the same out on lawful warrants; at each regular meeting of the board of mayor and aldermen shall be the duty to render a statement of the condition of the city's finances, as shown by his books, said statement to contain a statement of the balance of funds on hand. (Ord. #2, April 1968)

**1-303. Office of city recorder and treasurer may be held by same person.** The same person may simultaneously hold the two offices of city recorder and treasurer, and the term of office for the respective offices shall be the same. (Ord. #2, April 1968)

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<sup>1</sup>Municipal code reference  
Official depository: § 5-101.  
Treasurer to deposit funds: § 5-102.