

## CHAPTER 2

### BOARD OF COMMISSIONERS

#### SECTION

- 1-201. Time and place of regular board meetings.**  
**1-202. Order of business.**  
**1-203. General rules of order.**  
**1-204. Ordinance Procedure.**  
**1-205. Deleted. (Ord. #994, 02/07/02).**  
**1-206. City Manager Contract Authority.**

**1-201. Time and Place of Regular Board Meetings.** The Board of Commissioners shall hold regular monthly meetings on the first Thursday of each month at City Hall, beginning at 6:00 o'clock P.M. (Ord. #908, 12/16/96, Ord. #928, 04/07/98, Ord. #949, 06/01/99, Ord. #986, 10/04/01).

**1-202. Order of business.** At each meeting of the board of commissioners the following regular order of business shall be observed unless dispensed with by a majority vote of the board:

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

(For provisions in the charter with respect to board of commissioners, generally, see particularly Chapter 20. See Chapter 19 in the charter for the board's general powers).

**1-203. 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 board of commissioners 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 board and set out in this code.

**1-204. Ordinance procedure.** Pursuant to T. C. A. 6-20-215, same being the charter of the City of Paris, Tennessee, the caption of any ordinance may be read on all three (3) readings and shall not be required to be read in its entirety on any reading. Such procedure shall constitute a full and proper adoption of said ordinance (Ord. #718, 09/22/89).

**1-205. Bid Procedures. (Deleted Ord. #994, 02/07/02).**

**1-206. City Manager Contract Authority.** The city manager shall have the authority to enter into binding contracts on behalf of the city, without specific board approval, in routine matters and matters having insubstantial long term consequences. Those types of routine matters and matters having insubstantial long term consequences, by way of example, but not by way of limitation, shall include annual contracts and the funding for which has been approved during the annual budget process, applications and contracts for state and federal grants and loans authorized by the Board of Commissioners, purchase, repair and maintenance contracts for city equipment, contracts for the purchase of services and equipment for which expenditures during the fiscal year will be less than \$10,000.00, contracts or documents for services or equipment to be purchased from or provided by other governmental entities, and all other such routine contracts as provided in T. C. A. 6-19-104 (Ord. #958, 11/02/99.)