

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. RECORDER.
4. TREASURER.
5. CODE OF ETHICS.

CHAPTER 1 CITY COUNCIL²

SECTION

- 1-101. Time and place of regular meetings.
1-102. Order of business.
1-103. General rules of order.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings at 7:00 P.M. on the first Monday of each month unless otherwise set by council at the City Hall in Dickson. (Ord. #1377, March 2016)

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.

Utilities: title 18.

Zoning: title 14.

2Charter references

City attorney -- appointment of: § 3.07. Corporate powers: § 1.05.

Election: § 2.01.

Generally: art. 2.

Oath: §§ 2.01 (f) and 3.11. Ordinance procedure: § 2.07. Quorum: § 2.02(c).

Personnel rules: § 3.10. Restrictions on: § 2.06. Vacancy: § 2.05.

Vice mayor: § 2.04. Wards: § 1.04.

1-102. Order of business:

1) At each regularly scheduled meeting of the City Council, the following order of business shall be observed unless dispensed by a majority vote of the members present:

- I. Call to order by the Mayor or Presiding Officer
- II. Roll Call by the Recorder or his/her designee
- III. Public Hearings (if scheduled)
- IV. Beer Board session (if scheduled)
- V. Approval of minutes of the previous meeting(s)
- VI. Public comment on agenda items
- VII. Old business
- VIII. New business
- IX. Other business
- X. Communications from the Mayor
- XI. Open public comment period
- XII. Adjournment (Ord. #1582 May 2026)

2) Guidelines for Public Comment Request. The City Council is authorized to adopt and establish by Resolution guidelines and procedures for requests for inclusion on the agenda of any governing body meeting and for comments during the public comment period of any governing body meeting in compliance with all statutes and codes. Such guidelines and procedures will include all committees, boards and commissions authorized by the Mayor, City Council or Municipal Code.

3) Agendas required. Agendas with a reasonable description of all matters to be considered at all public meetings of local government legislative bodies must be available to the public, free of charge, at least forty-eight (48) hours prior to the start of each meeting. Agendas shall be made available by posting in a location accessible to the public, on the city's website and/or social media or by electronic mail/message/distribution upon request.

4) Matters not on the agenda. The local government legislative body may deliberate and act upon matters not listed on the agenda as long as the local government legislative body follows the properly adopted rules and procedures and complies with all applicable statutes and codes. (Ord. #1535, June 2023)

1-103. General rules of order. The rules of order and parliamentary procedure contained in the most recent edition of Robert's Rules of Order, Newly 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 provisions of the charter or this code. (1995 Code, modified)

CHAPTER 2 MAYOR¹

SECTION

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

1-201. Generally supervises city's affairs. The mayor shall have general supervision of all affairs of the City of Dickson and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1995 Code)

1-202. Executes city's contracts. The Mayor and City Administrator shall be authorized to sign and execute contracts on behalf of the City within the guidelines and restrictions adopted by the Dickson City Council in the Purchasing Limitations of the City of Dickson Municipal Purchasing Policy. (Ord. #1577 Feb. 2026)

¹Charter references Administrative duties: § 3.02.
Election, term, salary, etc.: § 2.01. Oath: §§ 2.01 (f) and 3.11.
Presiding officer of council: § 2.03. Vacancy: § 2.05.

CHAPTER 3 RECORDER¹

SECTION

1-301. To be bonded.

1-302. To perform general administrative duties, etc.

1-303. Offices of recorder and tax collector combined.

1-301. To be bonded. The recorder shall be bonded in the sum of ten thousand dollars (\$10,000.00), with surety acceptable to the city council, before assuming the duties of office. (1995 Code)

1-302. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the city council and for the City of Dickson which are not expressly assigned by the charter or this code to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate records and papers in such fireproof vault or safe as the city shall provide. (1995 Code)

1-303. Offices of recorder and tax collector² combined. As authorized in § 3.04(e) of the city's charter, the offices of recorder and tax collector may be combined. (1995 Code, modified)

¹Charter references Bond: § 3.12.

Duties: § 3.04.

Election: §§ 2.01(c), 3.02.

²Charter reference Duties: § 3.09.

CHAPTER 4 TREASURER¹

SECTION

1-401. To be bonded.

1-402. To keep corporate bonds.

1-401. To be bonded. The treasurer shall be bonded in the sum of ten thousand dollars (\$10,000.00), with surety acceptable to the city council, before assuming the duties of office. (1995 Code)

1-402. To keep corporate bonds. The treasurer shall have custody of and be responsible for maintaining all corporate bonds in such fireproof vault or safe as the city shall provide. (1995 Code)

¹Charter references Duties: § 3.08.

Election: § 3.02.

CHAPTER 5 CODE OF ETHICS¹

SECTION

- 1-501. Applicability.
- 1-502. Definition of “personal interest.”
- 1-503. Disclosure of personal interest by official with vote.
- 1-504. Disclosure of personal interest in non-voting matters.
- 1-505. Acceptance of gratuities, etc.
- 1-506. Use of information.
- 1-507. Use of municipal time, facilities, etc.
- 1-508. Use of position or authority.
- 1-509. Outside employment.
- 1-510. Ethics complaints.
- 1-511. Violations and penalty.

1-501. Applicability. This chapter is the code of ethics for personnel of the City of Dickson. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the city. The words "municipal" and "city" or "City of Dickson" include these separate entities. (Ord. #1239, June 2007)

1-502. Definition of "personal interest."

- 1) For purposes of §§ 1-503 and 1-504, "personal interest" means:
 - a) Any financial, ownership, or employment interest in the subject of a vote by a municipal board not otherwise regulated by state statutes on conflicts of interests;
 - b) Any financial, ownership, or employment interest in a matter to be regulated or supervised;
or

¹State statutes dictate many of the ethics provisions that apply to municipal officials and employees. For provisions relative to the following, see the Tennessee Code Annotated (T.C.A.) sections indicated:

Campaign finance: Tennessee Code Annotated, title 2, Ch. 10.

Conflict of interests: Tennessee Code Annotated, §§ 6-54-107, 108; 12-4-101, 102.

Conflict of interests disclosure statements: Tennessee Code Annotated, § 8-50-501 and the following sections.

Consulting fee prohibition for elected municipal officials: Tennessee Code Annotated, §§ 2-10-122, 124.

Crimes involving public officials (bribery, soliciting unlawful compensation, buying and selling in regard to office): Tennessee Code Annotated, § 39-16-101 and the following sections.

Crimes of official misconduct, official oppression, misuse of official information: Tennessee Code Annotated, § 39-16-401 and the following sections.

Ouster law: Tennessee Code Annotated, § 8-47-101 and the following sections.

- c) Any such financial, ownership, or employment interest of the official's or employee's spouse, parent(s), step parent(s), grandparent(s), sibling(s), child(ren), or step child(ren).
- 2) The words "employment interest" include a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.
- 3) In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter. (Ord. #1239, June 2007)

1-503. Disclosure of personal interest by official with vote. An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself from voting on the measure. (Ord. #1239, June 2007)

1-504. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a form provided by and filed with the recorder. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, recuse himself from the exercise of discretion in the matter. (Ord. #1239, June 2007)

1-505. Acceptance of gratuities, etc. An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

- 1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
- 2) That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing municipal business. (Ord. #1239, June 2007)

1-506. Use of information.

- 1) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.
- 2) An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity. (Ord. #1239, June 2007)

1-507. Use of municipal time, facilities, etc.

- 1) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself.
- 2) An official or employee may not use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the board of commissioners to be in the best interests of the city. (Ord. #1239, June 2007)

1-508. Use of position or authority.

- 1) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the city.
- 2) An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the charter, general law, or ordinance or policy of the city. (Ord. #1239, June 2007)

1-509. Outside employment. A full-time employee or officer of the City of Dickson shall not accept any employment outside of his position with the city without authorization as established in the outside employment policy. (Ord. #1416, Jan. 2018)

1-510. Ethics complaints.

- 1) The city attorney is designated as the ethics officer of the city. Upon the written request of an official or employee potentially affected by a provision of this chapter, the city attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.
- 2)
 - a) Except as otherwise provided in this subsection, the city attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on his own initiative when he acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this code of ethics.
 - b)
 - c) The city attorney may request the city council to hire another attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interests in a particular matter.

- d) When a complaint of a violation of any provision of this chapter is lodged against a member of the city council, the council shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the city council determines that a complaint warrants further investigation, it shall authorize an investigation by the city attorney or another individual or entity chosen by the city council.
- 3) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.
- 4) When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics. (Ord. #1239, June 2007)

1-511. Violations and penalty. An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality's charter or other applicable law, and in addition is subject to censure by the city council. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action. (Ord. #1239, June 2007)