

**THE
MUNFORD
MUNICIPAL
CODE**

Prepared by the

**MUNICIPAL TECHNICAL ADVISORY SERVICE
INSTITUTE FOR PUBLIC SERVICE
THE UNIVERSITY OF TENNESSEE**

in cooperation with the

TENNESSEE MUNICIPAL LEAGUE

February 2002

Change 2, December 27, 2010

CITY OF MUNFORD, TENNESSEE

MAYOR

Dwayne Cole

VICE MAYOR

John Foraker

ALDERMEN

Sue Arthur
Theresa Colin
Stacy M. Craig
Mike Durham
Bob Forbess

RECORDER

Dorothy Williams

PREFACE

The Munford Municipal Code contains the codification and revision of the ordinances of the City of Munford, Tennessee. By referring to the historical citation appearing at the end of each section, the user can determine the origin of each particular section. The absence of a historical citation means that the section was added by the codifier. The word "modified" in the historical citation indicates significant modification of the original ordinance.

The code is arranged into titles, chapters, and sections. Related matter is kept together, so far as possible, within the same title. Each section number is complete within itself, containing the title number, the chapter number, and the section of the chapter of which it is a part. Specifically, the first digit, followed by a hyphen, identifies the title number. The second digit identifies the chapter number, and the last two digits identify the section number. For example, title 2, chapter 1, section 6, is designated as section 2-106.

By utilizing the table of contents and the analysis preceding each title and chapter of the code, together with the cross references and explanations included as footnotes, the user should locate all the provisions in the code relating to any question that might arise. However, the user should note that most of the administrative ordinances (e.g. Annual Budget, Zoning Map Amendments, Tax Assessments, etc...) do not appear in the code. Likewise, ordinances that have been passed since the last update of the code do not appear here. Therefore, the user should refer to the city's ordinance book or the city recorder for a comprehensive and up to date review of the city's ordinances.

Following this preface is an outline of the ordinance adoption procedures, if any, prescribed by the city's charter.

The code has been arranged and prepared in loose-leaf form to facilitate keeping it up to date. MTAS will provide updating service under the following conditions:

- (1) That all ordinances relating to subjects treated in the code or which should be added to the code are adopted as amending, adding, or deleting specific chapters or sections of the code (see section 7 of the adopting ordinance).
- (2) That one copy of every ordinance adopted by the city is kept in a separate ordinance book and forwarded to MTAS annually.
- (3) That the city agrees to pay the annual update fee as provided in the MTAS codification service charges policy in effect at the time of the update.

When the foregoing conditions are met MTAS will reproduce replacement pages for the code to reflect the amendments and additions made by such ordinances. This service will be performed at least annually and more often if

justified by the volume of amendments. Replacement pages will be supplied with detailed instructions for utilizing them so as again to make the code complete and up to date.

The able assistance of Sandy Selvage, the MTAS Sr. Word Processing Specialist who did all the typing on this project, and Tracy G. Gardner, Administrative Services Assistant, is gratefully acknowledged.

Steve Lobertini
Codification Specialist

**ORDINANCE ADOPTION PROCEDURES PRESCRIBED BY THE
CITY CHARTER**

Section 15. Be it further enacted, That all ordinances by the Board of Mayor and Aldermen of said town or city before becoming effective shall be passed on two separate readings and at separate meetings; provided, that any ordinance may be passed at a regular or called session on first or second reading; provided, further, that if passed at a called or special meeting, the purpose of said call to be set out in the call, said call to be in writing and to be entered on the minutes of such call meetings; and provided, further, that all ordinances before becoming effective shall be entered on the ordinance or minute book of said town and signed by the Mayor and Recorder and Treasurer of the Board and shall also be published for one issue in a newspaper in said town, if there be one and if not, to be written or printed on posters and placed at three public places in said town. All ordinances shall begin with the enacting clause: "Be it ordained by the Board of Mayor and Aldermen of the City of Munford," and shall at the end of the Act contain the provisions, "That this ordinance shall take effect from and after its passage, the welfare of the city requiring it." Otherwise it shall not take effect till 20 days after its passage.

The ordinances of said town when properly passed may be proved in any courts of this State by the introduction of the minute or ordinance book or by the code of ordinances when adopted by the Board of Mayor and Aldermen.