

TO: HOLDERS OF COPIES OF THE COOKEVILLE MUNICIPAL CODE.

Change 2 to the Cookeville Municipal Code. Please make the following changes to your copy of our municipal code:

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>Authority or Reason</u>
Table of Contents (5 pages)	Table of Contents (5 pages)	Ords. #004-12-24, 005-11-22, and 004-06-11
5-1	5-1	Ord. #004-12-24
	5-7	Ord. #004-12-24
7-1--7-14	7-1--7-11	Ords. #005-11-22 and 004-08-15
8-1--8-13	8-1--8-14	Ord. #005-02-03
9-2--9-3	9-2--9-3	Ord. #004-03-02
12-1--12-8	12-1--12-8	Ords. #005-11-22 and 004-06-08
12-13	12-13	Ord. #005-11-22
12-19--12-20	12-19--12-20	Ord. #005-11-22
	12-23	Ord. #005-11-22
13-9	13-9	Corrected typo per city's request
14-1	14-1	Ord. #004-06-11
14-7	14-7	Ord. #004-06-11
14-11	14-11	Ord. #004-06-11
14-16--14-31	14-16--14-49	Ord. #004-06-11
16-22--16-30	16-22--16-30	To correct numbering order in § 16-703
18-1	18-1	Ord. #004-10-19
18-5--18-11	18-5--18-11	Ords. #004-06-10, 004-10-19, and 004-06-09
18-43--18-52	18-43--18-52	Ords. #004-06-10 and 005-07-16
19-1-19-27	19-1-19-26	Ord. #004-10-19
IND-1--IND-17	IND-1--IND-18	To update the municipal code index

Change 2 to the Cookeville Municipal Code in conjunction with change 1 makes the code up to date as of November 17, 2005. The charter is current through the date shown in the footnote at the beginning of the charter.

City Clerk

(Insert this sheet in the front of your code when the above changes have been made.)

February 5, 2004

TO: HOLDERS OF COPIES OF THE COOKEVILLE MUNICIPAL CODE.

Change 1 to the Cookeville Municipal Code. Please make the following changes to your copy of our municipal code:

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>Authority or Reason</u>
ii	ii	To update the municipal officials
Table of Contents (5 pages)	Table of Contents (5 pages)	Ords. #003-10-19 and 003-05-10
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	7-9 – 7-14	Ord. #003-10-19
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18-44	18-44	Ord. #003-06-16
19-17 – 19-20	19-17 – 19-20	Ord. #003-06-17
19-24	19-24	Ord. #003-06-17

<u>Remove Page(s)</u>	<u>Insert Page(s)</u>	<u>Authority or Reason</u>
19-27	19-27	Ord. #003-06-17
IND-1--IND-17	IND-1--IND-17	To update the municipal code index

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City Clerk

(Insert these sheets in the front of your code when the above changes have been made.)

**THE
COOKEVILLE
MUNICIPAL
CODE**

Prepared by the

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

in cooperation with the

TENNESSEE MUNICIPAL LEAGUE

November 2002

Change 1, February 5, 2004

CITY OF COOKEVILLE, TENNESSEE

MAYOR

Charles T. Womack, M.D.

VICE MAYOR

Steve Qualls

COUNCILMEN

Jean Davis

Sam Sallee

Ricky Shelton

CITY MANAGER

Jim Shipley

CITY CLERK

Cathy McClain

PREFACE

The Cookeville Municipal Code contains the codification and revision of the ordinances of the City of Cookeville, 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 clerk 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 8 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 Linda Dean, the MTAS Sr. Word Processing Specialist who did all the typing on this project, and Sandy Selvage, Administrative Services Assistant, is gratefully acknowledged.

Steve Lobertini
Codification Consultant

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

... The enacting clause of all ordinances shall be, "The council of the City of Cookeville hereby ordains:" (Charter § 2.14)

Each motion, resolution, and ordinance shall be in written form before being introduced. The affirmative vote of at least three (3) members of the council shall be required to pass any motion, resolution, or ordinance. Each ordinance, before being adopted, shall be considered and passed at two meetings one week apart, except that an emergency ordinance may be passed at two meetings only one (1) day apart, and shall take effect ten (10) days after its adoption, except that an ordinance containing a full statement of the facts and reasons for an emergency may be made effective upon its adoption if approved by at least four (4) members of the council on both readings. No ordinance relating to a franchise, exclusive contract, or other special privilege shall be passed as an emergency ordinance. Amendments of ordinances and resolutions or parts thereof shall be accomplished only by setting forth the complete section, sections, subsection, or subsections in their amended form. A code may be adopted by an ordinance which contains a reference to its title, date, and issuing organization, but the city shall furnish a copy of any such code to any person for a reasonable fee. . . .

An abstract of the essential provisions of each ordinance shall be published once in the official city newspaper within ten (10) days after its adoption, except that only the title shall be so published of a code adopted by reference as provided in this section. (Charter § 2.15)

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