

PUBLIC NOTICE

CALL FOR A SPECIAL MEETING OF THE BLOUNT COUNTY BOARD OF COMMISSIONERS TO BE HELD AT THE BLOUNT COUNTY COURTHOUSE IN MARYVILLE, TENNESSEE, ON THURSDAY, SEPTEMBER 5, 2002, AT 7:00 P.M.

Pursuant to and in accordance with the authority vested in me by Tennessee Code Annotated § 5-5-105, I hereby call the Board of County Commissioners of Blount County, Tennessee, to meet in special session on the 5th day of September, 2002, at 7:00 P.M. at the Blount County Courthouse in Maryville, Tennessee, to consider and act upon the following:

1. Election of Commission Chairman.
2. Election of Commission Chairman Pro-tem.
3. Election of Commission Parliamentarian.
4. Election of Budget Committee.
5. Election of Nominating Committee.

August 19, 2002

APPROVED:

ATTEST:

STEVE SAMPLES
Commission Chairman

ROY CRAWFORD, JR.
County Clerk

WILLIAM A. CRISP
County Executive

RESOLUTION No. 96-4-001

Sponsored by Commissioners Bob Evans and Mickey Walker

A RESOLUTION ADOPTING RULES REGULATING THE PROCEDURES OF THE BOARD OF COUNTY COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE.

WHEREAS, the Board of County Commissioners of Blount County, Tennessee is the legislative body of said county; and

WHEREAS, the Board of County Commissioners of Blount County, Tennessee deems it necessary to establish certain rules concerning the conduct of Board business.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee in session assembled that the following rules be adopted:

RULE 1

CONVENING THE BOARD

The Board shall meet at the County Courthouse, 7:00 P.M. on the third Thursday in each month. Should any prescribed meeting date fall on a legal holiday or if an emergency should arise, the Board shall meet at 7:00 P.M. on the following day. Special meetings may be called by the County Executive, the Chairman, or a majority of the members of the Board at any time with a five day public notice given.

At the discretion of the County Executive, the Chairman, and the County Clerk, special meetings may be held at locations other than the County Courthouse.

RULE 2

QUORUM

A quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Board of County Commissioners. Vacancies shall not be included in determining the membership of the Board.

RULE 3

ORDER OF BUSINESS

1. Opening of the Commission by the Sheriff or his designated deputy. The Chairman shall preside, but in absence of the Chairman, the Chairman Pro Tempore shall preside. In absence of the Chairman Pro Tempore, the Clerk shall preside until the Board elects one of its members to preside over the deliberations.
2. Roll call.
3. Reading and approval of the minutes.
4. Resolutions for special recognition, memorials, etc.
5. Elections, appointments, and confirmations.
6. Reports - county officials, standing and special committees.
7. Public input on items not on agenda.
8. Public input on items on the agenda.
9. Unfinished business.
10. New business.
11. Announcements and statements.
12. Adjournment.

The order of business may be changed by the Chairman or Chairman Pro Tempore to accommodate the audience or guest speakers.

RULE 4

GENERAL

4A. **WHO MAY ADDRESS THE BOARD**: It is a commissioner's right to address the Chairman and the Board at any appropriate time during the meeting after proper recognition by the Chairman. The Chairman may ask for public comment before each item is debated by the Board. Comments by non-commission members shall be limited to three minutes, however the limit may be extended at the discretion of the Chairman. A podium for use by non-commission members shall be provided at each meeting. The Chairman shall ask non-commission members to identify themselves and stand before the podium when addressing the Board.

4B. **GAINING THE FLOOR**: In all cases, the member who shall rise first and address the Chairman shall be entitled to speak first; but when two or more members shall rise and address the Chairman at the same time, the Chairman shall name the member who shall speak first.

4C. **SPEAKING**: When any member is about to speak in debate, discussion, or deliver any address on any matter whatsoever to the Board, the member shall rise and respectfully address the Chairman and shall, after being recognized by the Chairman proceed with the intended remarks, confining such remarks strictly to the question under debate and avoiding all personalities.

4D. **CONSENT TO YIELD**: While a member is speaking he is not to be interrupted, except for a question by another member. If the speaker declines to yield the floor for a question, then the speaker shall not be interrupted, but shall yield the floor to questions at the end of the presentation.

4E. **POINTS OF ORDER**: If any member, speaking or otherwise, transgresses the Rules of the Board, the Chairman shall, or any member may, call to order, in which case the member so called to order shall immediately sit down. When the point of order has been decided by the Chairman, the member having the floor can proceed, subject to the decision made.

4F. **APPEAL ON RULING**: Any member of the Board may appeal to the Board from the ruling of the Chairman and a majority vote of the members present shall decide the appeal.

RULE 5

MOTIONS

5A. **INTRODUCTION AND DEBATE**: Motions may only be made by members. No motion shall be debated until the same is seconded and stated by the Chairman.

5B. **MOTIONS IN WRITING**: When a motion is made and seconded, it shall be reduced to writing by the Clerk, and read by the Chairman prior to any debate or vote.

5C. **REQUIRING ROLL CALL**: Motions not requiring the expenditure of public funds or elections shall be put to the Board for a voice vote, by the Chairman; provided however, any member of the Board may require a roll call vote. Motions requiring the expenditure of public funds shall be put to the Board for a roll call vote.

5D. **STATEMENTS FOR THE MINUTES**: a request to add written or oral statements to official commission minutes shall require a majority vote by the members. Oral statements must be reduced to writing before a vote to include the statement may be taken.

RULE 6

RESOLUTIONS

6A. **INTRODUCTION**: Any proposed resolution may be introduced only by a member of the Board, and the Clerk or Chairman shall not receive or file any resolution that is not reduced to writing and signed by at least two members of the Board. All resolutions shall be typed on 8 ½" x 11" paper. The resolution shall have lines for the signatures of two resolution sponsors, a line for the Commission Chairman to certify the action, a line for the County Clerk to attest, and a line for the County Executive to approve or veto the resolution. Resolutions conforming to the above form shall be submitted to the Clerk at least 2 working days prior to the date of the meeting. If there is a legitimate reason that a resolution can not be submitted to the Clerk by the specified deadline, the Chairman by written notice may allow the introduction of

the resolution. After receipt of the written resolution, the Clerk shall assign a number to the resolution for identification purposes.

6B. **SPONSOR**: A resolution may have as many signatures as there are members of the Board. However, the first two signatures on the resolution shall be deemed the sponsors for the purpose of debate. Any resolution, including committee or sub-committee resolutions, must have two sponsor's names on the heading of the resolution or signatures of said sponsors before debate or vote is allowed.

6C. **ROLL CALL VOTE**: Resolutions involving the expenditure of public funds or elections and appointments shall be put to the Board for a roll call vote by the Clerk. Each member shall vote "aye" or "nay" on its passage when the Clerk calls the member's name. On other resolutions, any commissioner may request a roll-call vote.

6D. **SUCCESSFUL RESOLUTIONS**: All successful resolutions shall be submitted to the Chairman for his signature and attested by the signature of the Clerk. The resolution shall then be submitted to the County Executive for consideration within five working days of its passage.

RULE 7

ELECTIONS AND APPOINTMENTS

7A. **ELECTIONS AND NOMINATIONS FROM THE FLOOR**: When the Chairman is to receive nominations from the floor, a member may nominate only one person. Persons nominated must receive a second. The floor will be kept open until each member has had an opportunity to make nominations or until a motion has been made and seconded that nominations cease and a majority of those present so vote.

7B. **APPOINTMENTS AND CONFIRMATIONS**: When the Board is called upon to appoint someone from a list of nominees or to confirm an appointee of the County Executive then the name or names of those being considered for the position shall be read to the membership and discussion of each such appointee shall follow. The names shall be supplied by written notice from the County Executive to Board members at least five working days prior to the meeting.

7C. **ELECTION OR CONFIRMATION**: All ballots for election or confirmation shall be cast by roll call vote. If the vote is on confirmation of an appointee each member will vote either "aye" or "nay" on the confirmation. A majority of the membership of the full Board is required for election or confirmation.

7D. **SECOND BALLOT**: If no one is elected on a given ballot, the nominee receiving the smallest number of votes will be dropped and the vote will be taken again until a nominee is elected by the required majority of the membership.

RULE 9

APPROPRIATION REQUESTS

Requests for appropriations in addition to those within the annual budget shall be submitted in the following manner:

9A. The request shall be submitted in writing to the Budget & Finance Committee of the Board and shall reflect the estimated cost which shall be attached to the proposed resolution.

9B. All requests for appropriations falling in this area shall be summarized and submitted in writing by the Director of Accounts and Budgets to each member of the Board at least five working days prior to the regular or called meeting of the Board at which such request is to be submitted.

9C. The Director of Accounts and Budgets shall state in the summary the committee's decision of (1) Adoption recommended (2) Rejection recommended or (3) Submitted to the Board without recommendation.

9D. The Director of Accounts and Budgets shall advise the Board as to the fund availability before a vote is taken on appropriations in any amount which are in addition to those of the annual budget.

9E. The resolution requesting such appropriations shall be voted upon by membership of the Board as provided by Rule 6 of these rules.

RULE 10

SUSPENDING THE RULES

Any rule or rules may be suspended by a two-thirds (2/3) majority vote of the members present.

RULE 11

ROBERT'S RULES OF ORDER

All matters not covered herein shall be governed by Robert's Rules of Order Revised, as contained in the latest copyrighted edition.

RULE 12

WORK SESSIONS/AGENDA MEETINGS

A work session/agenda meeting may be held 1 week prior to meetings subject to the discretion of the chairman, the county executive, and the county clerk.

RULE 13

THE CHAIRMAN

13A. **ELECTION**: Annually, at its September meeting the Board shall elect a Chairman and a Chairman Pro Tempore. The Chairman may be one of the membership of the Board or the County Executive. If the County Executive is elected and accepts the position as Chairman, the County Executive relinquishes veto power. The Chairman Pro Tempore shall be a member of the Board.

13B. **VOTING BY THE CHAIRMAN**: The County Executive Chairman may vote only in the case of a tie, a member Chairman may vote on all issues coming before the body, just as any other member.

13C. **PRESIDING OFFICER**: The Chairman shall act as the presiding officer. In the absence of the Chairman, the Chairman Pro Tempore shall preside. In the absence of the Chairman Pro Tempore, the Clerk shall preside until the Board elects one of its members to preside over the deliberations.

13D. **SPEAKING**: Should the Chairman desire to speak either in the affirmative or negative upon any subject under debate, he shall vacate the chair. The Chairman Pro Tempore shall then preside until the matter under consideration is disposed of by the Board. However, the Chairman may answer questions, provide information, and give explanations from the chair, the Board not objecting.

13E. **PRESERVE ORDER**: The Chairman shall preserve order and decorum. The Chairman may speak to points of order in preference to other members, rising from his seat for that purpose. The Chairman shall decide questions of order, with the advice of the Parliamentarian, subject to appeal to the Board of any member.

13F. **ORDER OF RECOGNITION**: Before a member is allowed to speak twice on the same subject, the Chairman shall inquire if there is another member who has not spoken on that subject and who wishes to speak.

13G. **MOTIONS**: Once a motion has been made and duly seconded, the Chairman shall state the motion so that debate on the motion may begin.

13H. **CLARIFICATION**: The Chairman shall clearly state the question before the Board before the vote on the question is taken. A member may ask for clarification of the question up until the result of the vote is announced.

13I. **FACILITATION OF COMMISSION ACTIONS**: A committee composed of the County Commission Chairman, the County Executive, the Budget Director, the Chairman of the Public Services Committee, and the Chairman of the Intergovernmental Committee will meet on the Thursday following the commission meeting to facilitate the implementation of actions of the commission.

13J. **AGENDA**: The Chairman will forward to each member of the Board the tentative agenda of the next Board meeting not less than five days prior to the meeting date. No items will be added to the agenda after this notice.

RULE 14

THE CLERK

14A. **NOTICE:** The Clerk shall notify each member of the Board of any special or called meetings not less than five days in advance thereof. Notification of regular meetings shall be within the discretion of the Chairman.

14B. **MINUTES:** The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of each resolution considered and the vote thereon. The minutes shall only reflect the official actions of the body. The minutes shall be prepared within five days after said meeting and placed in a well bound book for public inspection. A copy of the minutes of the last meeting shall be forwarded to each commission member with the prepared agenda or meeting notice.

14C. **RESOLUTIONS:** A copy of all resolutions approved by the Board shall be submitted to the County Executive, within five working days after such approval, for his consideration and signature.

14D. **ROLL CALL:** In all instances involving authorization to expend public funds, the Clerk shall call the roll for "aye" and "nay" votes. In all instances where the roll is called for any vote, the Clerk shall make such roll call and the vote of the member a part of the record of the meeting and include it in the official minutes. The Clerk shall call the roll in ascending alphabetical order of the last name of the member.

14E. **CHANGE OF VOTE:** It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote. Subsequently, the Clerk shall announce the results.

RULE 15

SHERIFF

The Sheriff or a designated deputy shall attend each session of the Board. The Sheriff or a designated deputy shall open each session, preserve order, and carry out orders of the presiding officer of the Board.

RULE 16

COMMITTEES

16A. All committees, standing and temporary, shall meet and elect from its membership a Chairman. The election of a Secretary shall be optional in the absence of a specific mandate of the Board.

16B. All minutes of committee meetings shall be submitted to the Clerk within 5 working days after the meeting. Along with the minutes, notice shall be given by the committee chairman or secretary to the Chairman or Clerk of any matter that will require action at the next Board meeting. Upon request of a Board member, the Clerk shall distribute to the requesting Board member minutes of any committee meetings.

16C. The following procedure shall be followed pertinent to committee reports and related action:

1. The committee Chairman or a member designated by him shall make the presentation in an open meeting of the Board.
2. Upon completion of a report the speaker shall yield to questions.
3. There shall be a vote on the proposition when discussion is complete and when there is a call for the question by the Board.

16D. If for any reason the chairman of a committee fails or refuses to call a meeting, the Chairman of the Board, or a majority of the committee membership may do so.

RULE 17

CONFLICT WITH LAW

In the event any of the foregoing rules are determined to be in conflict with statutory provisions, that part in conflict shall be null and void.

County Commission
August 1 Election Results

	District 1	
Seat A	Richard Williams	516
Seat B	Dan Neubert	440
	District 2	
Seat A	Bob Evans	1001
Seat B	Bob Kidd	982
	District 3	
Seat A	Otto Slater	1050
Seat B	Jeff McCall	1102
	District 4	
Seat A	Gary Farmer	1551
Seat B	Joe Everett	1445
Seat C	Robby Kirkland	1474
	District 5	
Seat A	Bob Ramsey	1387
Seat B	Keith Brock	1294
	District 6	
Seat A	Steve Gray	895
Seat B	Dennis Cardin	814
	District 7	
Seat A	Steve Hargis	853
Seat B	David Graham	797
	District 8	
Seat A	John Keeble	1011
Seat B	Mike Walker	1096
	District 9	
Seat A	Shirley Townsend	899
Seat B	Bob Arwood	917
	District 10	
Seat A	Donna Dowdy	774
Seat B	Kenneth Melton	814

COMMITTEES AND BOARDS

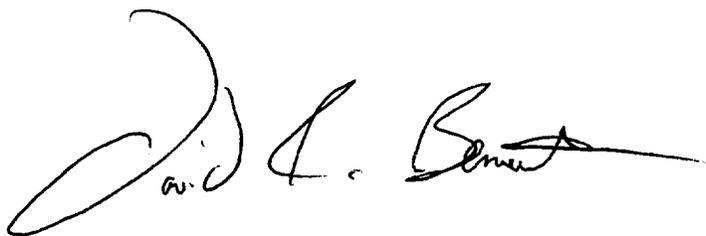
To be recommended by the Nominating Committee to the County Commission

1. **Intergovernmental Committee** - (11 Commissioners have been serving.) **(11)**
2. **Public Services Committee** - (10 Commission Members have been serving.) **(10)**
3. **Insurance/Risk Management** - County Commission appoints committee. (5 Commissioners have been serving.) **(5)**
4. **Education Committee**- (7 Commissioners have been serving.) **(7)**
5. **Human Resources Committee** - (4 Commission Members have been serving.) **(4)**
6. **Information Technology Committee** - (2 Commissioners have been serving.) **(2)**
7. **Agricultural Extension** - Committee consists of 3 members of the County legislative body, 2 farmers and 2 farmers chosen by the county legislative body -7 members with 2 year terms. **(3)**
8. **Records Committee** - (1 County Commissioner has been serving.) **(1)**
9. **Veteran's Affairs Committee** - (One Commission Member has been serving.) **(1)**
10. **Board of Zoning Appeals** - (Kathy Lovingood's term expires this month.) **(1)**

TO: Blount County Commissioners
FROM: Beverley Woodruff, County Executive
RE: Recommendations for Budget Committee
DATE: September 5, 2002

For the consideration of the full commission, I am submitting my recommendation of the following names to serve on the Budget Committee:

Keith Brock
Donna Dowdy
Robert Ramsey
Otto Slater

A handwritten signature in black ink, appearing to read "David L. Bower". The signature is written in a cursive style with a large, looping initial "D".

MARRIAGE CEREMONY

OFFICIANT: Dearly beloved, we are gathered together to join this man, (name of man), and this woman, (name of woman), in marriage. Marriage is not to be entered into lightly or unadvisedly. This marriage will be recognized by the State of Tennessee. If there is any person here who can show just cause why these two persons may not be lawfully joined as husband and wife, I require you to make it know. (PAUSE)

OFFICIANT: Do you (name of woman) come here freely, willingly and not under duress and is it your desire and intent to enter into a legally binding marriage?

WOMAN'S RESPONSE: YES

OFFICIANT: Do you (name of man) come here freely, willingly and not under duress and is it your desire and intent to enter into a legally binding marriage?

MAN'S RESPONSE: YES

OFFICIANT: Do you (name of woman), take this man to be your lawfully wedded husband, to love and to cherish, to have and to hold, and do you promise to forsake all others as long as you both may live?

WOMAN'S RESPONSE: I DO

OFFICIANT: Do you (name of man), take this woman to be your lawfully wedded wife, to love and to cherish, to have and to hold, and do you promise to forsake all others as long as you both may live?

MAN'S RESPONSE: I DO

OFFICIANT: Please join right hands, (name of man), repeat after me:

I, (name of man).....
Take thee (name of woman).....
To be my lawful wife.....
To have and to hold.....
From this day forward.....
For better, for worse.....
For richer, for poorer.....
In sickness and in health.....
To love and to cherish.....
So long as we both shall live.....

OFFICIANT: (name of woman), repeat after me:

I, (name of woman).....
Take thee (name of man).....
To be my lawful husband.....
To have and to hold.....
From this day forward.....
For better, for worse.....
For richer, for poorer.....
In sickness and in health.....
To love and to cherish.....
So long as we both shall live.....

OFFICIANT: (name of man), do you have a ring?

MAN'S RESPONSE: YES

OFFICIANT: (name of man), place the ring on the hand of your bride to be, and repeat after me:

(name of woman) take this ring.....
As a token of my constant love.....
And abiding devotion.....

OFFICIANT: (name of woman), do you have a ring?

WOMAN'S RESPONSE: YES

OFFICIANT: (name of woman), place the ring on the hand of your husband to be, and repeat after me:

(name of man) take this ring.....
As a token of my constant love.....
And abiding devotion.....

OFFICIANT: (name of man), do you freely accept (name of woman) as your wife?

MAN'S RESPONSE: I DO OR YES

OFFICIANT: (name of woman), do you freely accept (name of man) as your husband?

WOMAN'S RESPONSE: I DO OR YES

OFFICIANT: In as much as you have consented together in wedlock, and have witnessed the same before this Company, by the authority vested in me as (Name of Office) and by the laws of the State of Tennessee, I now pronounce you husband and wife. You may kiss the Bride.