

BY-LAWS
OF THE
BLOUNT COUNTY REGIONAL PLANNING COMMISSION

ARTICLE I

Authority and Purpose

Section 1. These by-laws are adopted pursuant to authority granted by Sections 13-3-103, Tennessee Code Annotated, which states “each regional planning commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.”

Section 2. The objectives and purposes of Blount County Regional Planning Commission shall be as set forth in Title 13 of the Tennessee Code Annotated, and amendments and supplements thereto, and by authority granted by the County Court of Blount County in accordance with the enabling legislation.

ARTICLE II

Officers and Their Duties

Section 1. The officers of the Planning Commission shall consist of a chairman, a vice-chairman and a secretary.

Section 2. The chairman shall be one of the appointive members of the Planning Commission. He shall preside at all meetings and hearings and have the duties normally conferred by parliamentary usage on such officers. He shall have the privilege of discussing all matters before the commission and to vote thereon.

Section 3. The vice-chairman shall act for the chairman in his absence.

Section 4. The secretary shall keep the minutes and records of the Planning Commission, prepare with the chairman the agenda of regular and special meetings, provide notice of meetings to members, arrange proper and legal notice of hearings, attend to correspondence of the commission, and such other duties as are normally carried out by a secretary.

ARTICLE III

Election of Officers

Section 1. Nominations of officers shall be made from the floor, and officers shall be elected for terms of one year at the annual meetings, during which election one of the non-appointive members or staff ineligible for election as chairman shall act as chairman pro temp.

Section 2. The nominee for each office receiving a majority vote of the entire membership of the Planning Commission shall be declared elected. All officers shall be eligible to succeed themselves.

Section 3. Vacancies in office shall be filled for the unexpired term by regular election procedure at the earliest possible time.

ARTICLE IV

Meetings

Section 1. Regular meetings shall be held monthly on such regular date as determined by the Commission at the Blount County Courthouse, Maryville, Tennessee, or such other place as shall be designated in advance by the chairman. Meeting notice shall be published in a newspaper of general circulation within the planning region at least five (5) days prior to the date of such meeting. Meetings may be cancelled by action of the Commission or by the Chairman in absence of a quorum. In absence of a quorum, the Chairman may continue the meeting to the next working day to consider action on items.

Section 2. A majority of the entire membership of the Commission shall constitute a quorum. A quorum shall be present before any business is transacted.

Section 3. All general plans of the Commission must be approved by a majority of all the members of the Commission.

Section 4. A record of the vote of each member on each question shall be kept as a part of the minutes.

Section 5. Special meetings may be called by the Chairman provided he give due notice to all members of the commission. Meeting notice shall be published in a newspaper of general circulation within the planning region at least five (5) days prior to the date of such meeting. Submission of a request for a special meeting, along with any and all documents and information needed for consideration of any item for action by the Commission shall be submitted no later than fifteen (15) days prior to the proposed special meeting. It shall be the duty of the Chairman to call such a meeting when requested to do so in writing by a majority of the Commission, or when requested to do so by the county legislative body. The notice of such a meeting shall specify the purposes of such meeting, and no other business may be considered except by unanimous consent of the Commission.

Section 6. All meetings at which official action is taken shall be open to the general public.

ARTICLE V

Order of Business

The order of business at regular meetings shall be:

- (a) roll call (either visual or verbal)
- (b) reading and approval of minutes of previous meeting(s)
- (c) hearing of persons having business with the Commission
- (d) reports of officers and committees
- (e) unfinished business
- (f) other new business not considered in (c) and (d) above
- (g) staff report
- (h) adjournment

ARTICLE VI

Committees

Standing and special committees created by the Commission shall be appointed by the Chairman for purposes and terms authorized.

ARTICLE VII

Employees

The Commission may appoint such employees and staff as it may deem necessary for its work and may contract with other public agencies, planners, and consultants for such services as it may require.

ARTICLE VIII

Hearing

Section 1. In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in a newspaper of general circulation within the planning region at least ten (10) days prior to the date of such public hearing.

Section 3. The case before the Commission shall be presented in summary by the Secretary or such person designated by the Chairman. Parties in interest shall have the privilege of the floor. No statement shall be recorded or sworn to as evidence of any court of law without notice to the parties.

Section 4. A record shall be kept of those speaking before the Commission.

ARTICLE IX

Amendments

These by-laws may be amended by a two-thirds majority vote of the entire membership of the Planning Commission, and only at a regular meeting after due notice of such amendment has been given to all members.

Adopted December 28, 1967

Secretary Arthur L. Martin

Chairman Willard Walker

Amended: September 19, 1999

Chairman and Secretary: Gene Brown