



**BY-LAWS**  
**of the**  
**MAURY COUNTY REGIONAL PLANNING COMMISSION**

**ARTICLE I – OBJECTIVES**

Section 1. This Commission, established by the Maury County Board of Commissioners by Resolution 2B, August 13, 1985 has adopted the following By-Laws in order to facilitate its powers and duties in accordance with the provisions of Title 13, and acts amendatory hereto, Tennessee Code Annotated.

Section 2. The most recent edition of Roberts Rules of Order shall govern in the deliberations of the Planning Commission, except as otherwise provided by these By-Laws.

**ARTICLE II – GENERAL PROVISIONS**

Section 1. Office and Records of the Commission

The office of the Maury County Regional Planning Commission shall be the Maury County Building and Zoning Office or its successor as mandated by the Maury County Board of Commissioners located in the Walter Harlan Building on the Courthouse Square. The records of the Commission shall be kept in the Building and Zoning Office and shall be available for public inspection. A record of business conducted at Commission meetings shall be kept in the Official Minutes which shall record the names of the Commissioners present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all Commissioners on any item of business on which a vote is taken.

Section 2. Membership

As enacted by Resolution 2B, adopted by the Maury County Board of County Commissioner, August 13, 1985, the membership of the Commission shall be nine (9) members, a majority of which shall not be elected officials or hold salaried public office or positions, except offices or faculty membership of a university or other educational institution. The term of the appointed members shall be for four (4) years. The term of elected officials shall be coterminous with their tenure in office. Any member missing three (3) consecutive regular meetings without a valid reason may be asked to resign by the County Mayor.

## ARTICLE III – OFFICERS AND THEIR DUTIES

### Section 1. Officers

The officers of the Planning Commission shall consist of a Chair, a Vice-Chair, a Secretary, and a Vice-Secretary. All officers shall be a member of the Planning Commission.

### Section 2. Chair

The Chair shall:

- 2.1 Preside at all meetings and hearings of the Planning Commission.
- 2.2 Appoint committees, special and/or standing and liaisons.
- 2.3 Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote of the members present).
- 2.4 Have the privilege of discussing all matters before the Planning Commission and to vote on the same.
- 2.5 Have the duties normally conferred by the parliamentary usage on such officers.

### Section 3. Vice-Chair

The Vice-Chair shall act in the absence or inability of the Chair to act.

### Section 4. Secretary

The Secretary of the Planning Commission shall:

- 4.1 Serve as Chair of the Planning Commission in the absence or inability of both the Chair and the Vice-Chair to act.
- 4.2 Sign all approved minutes of the Planning Commission.
- 4.3 Sign all approved subdivision plats.
- 4.4 Perform such other duties as normally associated with the Office of Secretary.

### Section 5. Vice-Secretary

The Vice-Secretary shall act in the absence or inability of the Secretary to act.

## **ARTICLE IV – ELECTION OF OFFICERS**

### **Section 1. Election**

The election of officers shall be held at the annual meeting of the Planning Commission.

### **Section 2. Term**

All elected officers shall serve for a term of one (1) year and shall be eligible for re-election.

### **Section 3. Election Procedure**

The procedure for the election of officers shall be as follows:

- 3.1 The current Chair shall preside over the election meeting.
- 3.2 Current members of the Planning Commission shall make nominations from the floor.
- 3.3 The candidate for each office receiving a majority vote of the members present shall be declared elected.
- 3.4 All vacancies in office shall be filled immediately for the unexpired term according to the regular procedure for the election of officers.

## **ARTICLE V – MEETINGS**

### **Section 1. Annual Organizational Meeting**

The annual organizational meeting of the Planning Commission shall be the regularly scheduled January meeting for the purpose of electing officers.

### **Section 2. Regular Meetings**

The regular meetings shall be held monthly on such a date as approved by the Planning Commission for a twelve (12) month calendar period. The regular meeting schedule shall be published annually in a general newspaper of local circulation prior to the first meeting listed on said schedule. Electronic posting of the meeting schedule shall be made by the Building and Zoning Office.

### **Section 3. Special Meetings**

Special meetings may be called by the Chair or upon written request by a majority of the Planning Commission membership to the Chair. Written notice of Special Meetings shall be given to each member at least seven (7) days prior to such meeting as also public notice. The notice shall state the purpose and time of the meeting. Electronic posting of the notice shall be made by the Building and Zoning Office.

Section 4. Cancellation of Meetings

In the event that there is a lack of business to be discussed and/or voted upon at a scheduled meeting, the Chair or a majority of the Commission may cancel the meeting in question. A notice of such a cancellation shall be given to all Commissioners in addition to a public notice being published in a general newspaper of local circulation. Cancellations due to inclement weather do not require publishing of a public notice. Electronic posting of the cancellation shall be made by the Building and Zoning Office.

Section 5. Public Notice

All meetings at which official action is taken shall be open to the general public. Public notice of no less than seven (7) days shall be given of the date, time and place of the meetings. Electronic posting of the notice shall be made by the Building and Zoning Office. All members of the Planning Commission shall be notified in writing by the Maury County Building and Zoning Office or its successors of the date, time, place and agenda for each meeting no less than seven (7) days in advance of such meeting. All agenda matters to be heard by the Planning Commission must be submitted to the Maury County Building and Zoning Office in accord with a schedule approved by the Planning Commission and published in a general newspaper of local circulation. Electronic posting of the schedule shall be made by the Building and Zoning Office.

Section 6. Quorum

A majority of the members, excluding vacancies, shall constitute a quorum for the purpose of conducting business.

Section 7. Voting

A Commissioner who is part of a quorum of the Commission during the consideration of any matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter.

The voting on all questions coming before the Commission shall be ayes and nays. Unanimous votes and abstentions shall be entered upon the record of the meeting. The concurring vote of a majority of those in attendance shall be required to take final action on any motion before the Commission.

Section 8. Conflict of Interests

Should any Commissioner consider his or her personal interest involved in any matter before the Commission for discussion or a vote, it shall be his or her duty to disclose such conflict of interests and to abstain from voting on the particular matter.

## **ARTICLE VI – ORDER of BUSINESS**

The order of business at the regular meeting of the Commission shall be:

- (a) Roll call (visual or verbal)
- (b) Approval of Minutes of previous meeting(s).
- (c) Old business
- (d) New business
- (e) Reports of officers, committees and staff.
- (f) Public comment (non agenda items)
- (g) Adjournment

The Chair, with the concurrence of the Commissioners present, may alter the Order of Business to facilitate the public and/or the applicants and/or the general orderly flow of Commission's activity.

## **ARTICLE VII – COMMITTEES**

The Chair for purposes and terms that are approved by the Planning Commission may appoint special and/or standing committees.

## **ARTICLE VIII – EMPLOYEES**

### **Section 1. Appointment/Hiring**

The County Legislative Body in consultation with the Planning Commission may appoint such employees and staff as it may deem necessary for the work of the Planning Commission and may contract with planners and other consultants for such services.

### **Section 2. Planning Commission Recording Secretary**

The Maury County Zoning Coordinator in the Building and Zoning Office shall serve as the recording secretary to the Planning Commission. The recording secretary shall keep a complete record of all proceedings of the Commission meetings. The recording secretary shall prepare the agenda for regular and special meetings in consultation with the Planning Commission Chair and the Director of the Building and Zoning Office. Additionally the recording secretary shall provide notice of meetings to Commissioners and agenda applicants, prepare required legal notices of the Commission activities, attend to all Commission correspondence, and any such other duties associated with the Planning Commission as directed by the Chair and/or the Director of the Building and Zoning Office and/or the County Mayor.

### **Section 3. Expenditures**

The expenditures of the Commission, exclusive of gifts, shall be within the budgetary amounts appropriated for the purpose by the Maury County Legislative Body.

**ARTICLE IX - HEARINGS**

Section 1. Call for a Hearing

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

Section 2. Notice

Notice of such public hearings shall be published in a general newspaper of local circulation at least 30 days prior to the date of such scheduled public hearing, with the date of publication and the date of the meeting not counting as part of the 30-days notice.

Section 3. Presentation

The Chair or their designee shall present the case before the Commission in summary. Parties in interest shall have privilege of the floor. No statement shall be recorded or sworn to as evidence of any court of law without notice to the parties.

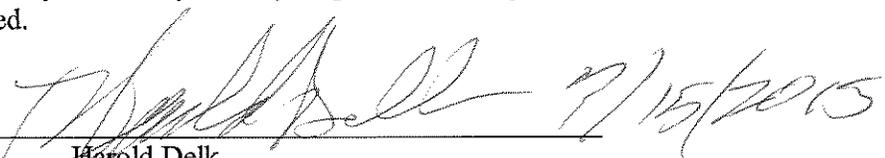
Section 4. Record

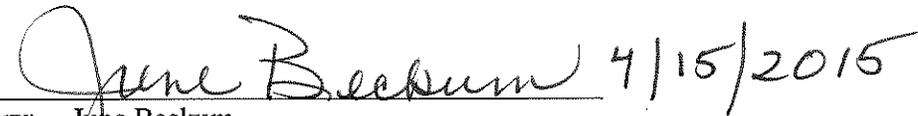
A record shall be kept of those speaking before the Commission.

**ARTICLE X - AMENDMENTS**

These By-Laws may be amended by a majority vote of the entire membership of the Planning Commission, and only at a regular meeting with at least seven (7) days notice given of such amendment provided to all Commissioners.

Adopted by the Maury County Regional Planning Commission on this the 6th day of July 2015, as amended.

  
Chair: Harold Delk 7/15/2015

Attest:   
Secretary: June Beckum 7/15/2015