Bylaws of the Maury County Board of Zoning Appeals

Article I

General Provisions

Section #1 - Objective - The objectives and authority of the Maury County Board of Zoning Appeals shall be as set forth in Sections 13-7-205; 13-7-206; and 13-7-207 of the Tennessee Code Annotated, and amendments and supplements thereto, and the Maury County Zoning Resolution adopted on April 21, 1986.

Section #2 - Office and Records of the Board - The office of the Board shall be the Office of Building and Zoning, located in the #5 Building of the Walter Harlan Building, Courthouse Square, First Floor. The meeting place of the Board shall be as directed and published. The records of the Board shall be kept in the Office of the Building and Zoning and shall be available for public inspection. A record of the business conducted at all Board of Zoning Appeals meetings shall be kept in the official Minutes, which shall record the names of all members present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all members on any item of business on which a vote is taken.

Section #3 - Membership - The membership of the Board shall consist of five (5) members. The limits of membership, appointments and terms shall be determined by the legislative body. Members are eligible for successive reappointment. A record of the membership of the Board shall be maintained in the official Minutes.

Section #4 - Vacancies - Any vacancy in an appointive membership shall be filled for the unexpired term at the next regularly scheduled meeting of the County Legislative Body of Maury County, Tennessee.

Article II

Officers and Their Duties

Section #1 - Officers - The officers of the Board of Zoning Appeals shall consist of a Chairman and a Vice-Chairman and Secretary. The Building and Zoning office designee shall serve as the Recording Secretary for the Board of Zoning Appeals.

Section #2 - Elections - The officers shall be elected from among the appointed members of the Board at the January meeting. The procedures for election of officers are as follows:

(a) The election meeting shall be presided over by the current Chairman.
(b) Nominations shall be made by members of the Board.
(c) The candidate for each office receiving a majority vote of the Board shall be declared elected.

(d) The Chairman, Vice-Chairman and Secretary shall be elected for a term of one (1) year, and shall be eligible to succeed themselves.

(e) Vacancies in offices shall be filled for an unexpired term at the next regularly scheduled meeting of the Board of Zoning Appeals.

Section #3 - Chairman - The Chairman shall preside at all meetings and hearings of the Board and have duties normally conferred by the parliamentary usage on such officers. (a) The Chairman shall appoint committees, special and/or standing and liaisons. (b) Rule on all procedural questions (subject to a reversal by a two-thirds 2/3) majority vote of the members present. (c) Have the privilege of discussing all matters before the Board and to vote.

Section #4 - Vice-Chairman - In the absence of the Chairman, the Vice-Chairman shall preside.

Section #5 – Secretary – In the absence of the Chairman and the Vice-Chairman the Secretary shall preside.

Section #6 - Recording Secretary - The Recording Secretary shall keep a full record of all proceedings of the Board, including Minutes and votes in the official Minutes. The staff of the Building and Zoning Office shall work with the Chairman in the preparation of the agenda for regular and special meetings, provide notice of meetings to Board members, arrange proper legal notice of hearings, attend to correspondence of the Board, and such other duties as are deemed appropriate.

Article III

Meetings

Section #1 - Annual Organization Meetings - The annual organizational meeting of the Board shall be at the regular January meeting for the purpose of electing officers.

Section #2 - Regular Meetings - Regular meetings shall be held on the second Wednesday of each month in the Courthouse Square Building or Maury County Courthouse or at a place designated by the Chairman of the Board.

Section #3 - Special Meetings - The Chairman, when he/she deems it expedient, may call for a special meeting, and shall call for a special meeting when so requested by the majority of the Board membership. The notice of such meeting shall specify the purpose of such a meeting and no other business may be considered.

Section #4 - All meetings at which official action is taken shall be open to the public. Said notice of meeting shall be a legal notice published in a newspaper of general circulation in Maury County at least seven (7) days before the meeting. The seven (7) days' notice shall not include the day on which the newspaper notice is published, nor the day on which the meeting of the Board occurs.

Section #5 - Appeal Time Limitation - An aggrieved party shall have sixty (60) days from date action was taken by County officials to appeal his/her case to the Board of Zoning Appeals.

Section #6 - Quorum - Three (3) Board members shall constitute a quorum for the purpose of conducting business.

Section #7 - Voting - The voting on all questions coming before the Board shall be ayes and nays, and unanimous votes and abstentions shall be entered upon the record of such meeting. The concurring vote of three (3) members shall be required to take final action on any motion before the Board.

Section #8 - Conflict of Interests - Should any members consider his/her personal interest involved in any matter before the Board of a vote, it shall be his/her duty to disclose such conflict of interest and to abstain from voting on the particular matter.

Article IV

Order of Business

The order of business at regular meetings shall be as follows:

(a) Roll call
(b) Reading and approval of Minutes of the previous meeting.
(c) Reports of Officers, committees, and staff.
(d) Old Business
(e) Hearing of parties having business before the Board.
(f) New Business
(g) Adjournment

Article V

Committees

Special committees may be appointed by the Chairman for purposes and terms which the Board approves.

Article VI

Hearings

Section #1 - Notice of hearings shall be published once in a newspaper of general circulation no less than seven (7) days prior to the date of such hearing and shall bear the date, time, place and agenda.

Section #2 - The case before the Board of Zoning Appeals shall be presented in summary by the Chairman or a designated member of the Board, and parties in interest shall have the privilege of the floor.

Section #3 - A record shall be kept of those speaking before the Board.

Section #4 - The Board of Zoning Appeals shall make a case determination within ninety (90) days of the first (1st) hearing date of the appeal.

Section #5 – The Board of Zoning Appeals will accept one request from the applicant to postpone a vote or withdraw an application 10 business days prior to the meeting date.

Article VII

Amendments

These Bylaws may be amended by a majority vote of the Board of Zoning Appeals at a regular or special meeting with at least seven (7) days' notice given thereof.

Adopted by the Maury County Board of Zoning Appeals on this the 11 day of Sept. 2019.

Robert H. Morgan, Chairman
Maury County Board of Zoning Appeals
Maury County, Tennessee