

BY-LAWS

ASHLAND CITY MUNICIPAL-REGIONAL PLANNING COMMISSION

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Ashland City Municipal-Regional Planning Commission shall be set forth in Sections 13-3-101 through 13-3-105, and Sections 13-4-101 through 13-4-105, and Chapter 7, Part 2 as applicable, Tennessee Code, and amendments and supplements, thereto.

SECTION 2. OFFICE AND RECORDS OF THE COMMISSION

The office and meeting place of the Ashland City Municipal-Regional Planning Commission shall be the Ashland City Hall. The records of the Ashland City Municipal-Regional Planning Commission shall be kept in the Office of the Building Official at the Ashland City Hall and shall be available for public inspection. A record of the business conducted at all Ashland City Municipal-Regional Planning Commission meetings shall be kept in the book of minutes, which shall record the names of all 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 3. MEMBERSHIP

The membership of Ashland City Municipal-Regional Planning Commission shall consist of seven (7) members. One (1) of the members shall be the chief legislative officer of the municipality (mayor or his lawful appointee) and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. All other members shall be appointed by the chief legislative officer, (mayor). A record of the membership of the Ashland City Municipal-Regional Planning Commission shall be maintained in the book of minutes.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Ashland City Municipal-Regional Planning Commission shall be the regular January meeting of each year. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Ashland City Municipal-Regional Planning Commission. Elections shall be held as specified under Section 13.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Ashland City Municipal-Regional Planning Commission shall be held at the Ashland City Hall, on the first Monday of every month at 5:30 p.m. At such meetings, the Ashland City Municipal-Regional Planning Commission shall consider all matters properly brought before the Ashland City Municipal-Regional Planning Commission without the necessity of prior notice, thereof, given to any members.

SECTION 6. SPECIAL MEETINGS

Special meetings of the Ashland City Municipal-Regional Planning Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or Secretary. Written notice, thereof, shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

SECTION 7. QUORUM

At any meeting of the Ashland City Municipal-Regional Planning Commission, a quorum shall consist of four (4) Commission members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 8. AGENDA

The Building Inspector, Secretary, or other designated official shall have prepared for each meeting an agenda specifying the order in which the items of business shall appear before the Ashland City Municipal-Regional Planning Commission. All items, including subdivision plats and zoning requests, shall be submitted at least thirty (30) normal business days prior to the meeting at which the business is to be discussed. The thirty (30) day requirement may be waived where, in the opinion of the Ashland City Municipal-Regional Planning Commission, circumstances demand immediate consideration. The Secretary shall see to it that the agenda is available to each member of the Ashland City Municipal-Regional Planning Commission and Staff Representative at least seven (7) days before the meeting.

SECTION 9. VOTING

The voting on all questions coming before the Commission shall be ayes and nays, and unanimous votes and abstentions shall be entered upon the record of such meeting. Any motion for any action before the planning commission, which requires a recommendation to the city board, shall be a motion for the recommendation of such action. The concurring vote of a majority of the commissioners present shall be required to take final action on any motion before the Commission.

SECTION 10. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Ashland City Municipal-Regional Planning Commission, he/she shall disclose his/her interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member.

SECTION 11. PROCEEDINGS

At any regular meeting of the Ashland City Municipal-Regional Planning Commission, the following shall be the regular order of business:

1. Roll Call
2. Minutes of the Preceding Meeting
3. Public Hearings
4. Old Business
5. Report of the Chair
6. Report of the Building Inspector and City Planner
7. New Business
8. Adjournment.

SECTION 12. RULES OF THE PROCEDURE

All meetings of the Ashland City Municipal-Regional Planning Commission shall be conducted in accordance with Robert's Rules of Order.

OFFICERS

SECTION 13. OFFICERS

The officers of the Ashland City Municipal-Regional Planning Commission shall consist of a Chair, Vice-Chair, and Secretary elected by the Ashland City Municipal-Regional Planning Commission at the annual meeting for a term of one (1) year. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate an acting Secretary.

The procedures for election of officers are as follows:

- a. The election meeting shall be presided over by staff representative of the Tennessee Local Planning Office acting as Chair pro-term.
- b. Nominations shall be made by members of the Ashland City Municipal-Regional Planning Commission.
- c. The candidate for each office receiving a majority vote of the entire membership of the Ashland City Municipal-Regional Planning Commission shall be declared elected.
- d. All officers shall be elected for a term of one (1) year, and all officers shall be eligible to succeed themselves.
- e. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

SECTION 14. DUTIES OF OFFICERS

The duties and powers of the officers of the Ashland City Municipal-Regional Planning Commission shall be as follows:

- a. Chair
 - 1. To preside at all meetings of the Ashland City Municipal-Regional Planning Commission.
 - 2. To call special meetings of the Ashland City Municipal-Regional Planning Commission in accordance with these By-Laws.
 - 3. To sign documents of the Ashland City Municipal-Regional Planning Commission.
 - 4. To see that all actions of the Ashland City Municipal-Regional Planning Commission are properly taken.

- b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

- c. Secretary
 - 1. To keep the minutes of all meetings of the Ashland City Municipal-Regional Planning Commission in an appropriate Minute Book.

2. To give or serve all notices required by law or by these By-Laws.
3. To prepare the agenda for all meetings of the Ashland City Municipal-Regional Planning Commission.
4. To be custodian of Ashland City Municipal-Regional Planning Commission records.
5. To inform the Ashland City Municipal-Regional Planning Commission of correspondence relating to business of the Ashland City Municipal-Regional Planning Commission and to attend to such correspondence.
6. To handle funds allocated to the Ashland City Municipal-Regional Planning Commission in accordance with its directives, the law, and city regulations.
7. To sign official documents of the Ashland City Municipal-Regional Planning Commission.

SECTION 15. VACANCIES

Should any vacancy occur among the members of the Ashland City Municipal-Regional Planning Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor by the Secretary. Should any vacancy occur among the officers of the Ashland City Municipal-Regional Planning Commission, the vacant office shall be filled in accordance with SECTION 3, of the By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

SECTION 16. COMMITTEES

Special committees may be appointed by the Chair for purposes and terms which the Planning Commission approves.

SECTION 17. HEARINGS

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.

Notice of such hearings shall be published in a newspaper of general circulation within the Town of Ashland City at least fifteen (15) days prior to date of such public hearing.

The case before the Planning Commission shall be presented in summary by the chair or a designated member of the Commission and parties in interest shall have privilege of the floor. No statement shall be recorded or sworn to as evidence for any court of law without notice to the parties.

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

AMENDMENTS

SECTION 18. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Ashland City Municipal-Regional Planning Commission provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.

Date

Chair

Secretary