

**JEFFERSON COUNTY COMMISSION  
RULES OF PROCEDURE**

1 **A RESOLUTION TO ADOPT RULES REGULATING THE PROCEDURES OF THE BOARD OF COUNTY COMMISSIONERS OF**  
2 **JEFFERSON COUNTY, TENNESSEE**

3  
4 **WHEREAS**, the Jefferson County Board of County Commissioners has need to operate in an orderly fashion  
5 carrying out the various legislative duties on the Commission; and

6 **WHEREAS**, the existing rules regulating the procedures of the Jefferson County Board of  
7 County Commissioners are in need of revision;

8 **NOW THEREFORE, BE IT RESOLVED** by the Jefferson County Legislative Body meeting in regular session  
9 in Dandridge, Tennessee, on this 15<sup>th</sup> day of January 2007 that the following rules regulating the procedures  
10 of the Board of County Commissioners of Jefferson County are adopted, superseding "Rules Regulating  
11 Board of County Commissioners, Resolution 81-17."  
12

13 **Rule I -- Meetings**

- 14 **A. Regular Meetings Day / Dates / Times** - The Board of Commissioners shall meet at 6:30 p.m. on the  
15 third Mondays of any month in which they meet. They shall adopt a Schedule of Meeting Months at the  
16 April Regular Meeting of the preceding fiscal year. Should a Monday fall on a legal holiday, Commission  
17 shall meet on the following day or on a date agreed to by the majority. The June meeting may be  
18 scheduled to accommodate the fiscal year-end Budget Process.
- 19 **B. Committee Meetings** – Standing and Special Committees shall meet as needed. Committee meeting  
20 dates will be published in a timely manner and also posted on the County website.
- 21 **C. Work Sessions** – If the Commission also approves Work Sessions as a part of the Schedule of Meeting  
22 Months, then the Commission shall meet at 6:30 p.m. on the Monday of the week prior to any Regular  
23 Meeting for the sole purpose of information dissemination and discussion on agenda items. No  
24 enactment of legislation or votes will be taken on any items of business.scheduled.  
25 The Commission Chair/County Clerk shall prepare and distribute an agenda listing the items of business  
26 in their proper order, along with a complete packet of supporting informational documents by 4:00 p.m. on  
27 Friday of the week preceding a Work Session. These items shall include a listing of the committees,  
28 boards, and commissions scheduled to report with the names of those who will present the report;  
29 elections to be held; and resolutions/motions under old business and new business. For items to be  
30 included on the Work Session agenda, they must be submitted to the County Clerk by 12:00 noon on the  
31 Thursday preceding the Work Session. During the Work Session, County Commissioners may add items  
32 to the agenda for consideration at the Regular Meeting. The Commission Chair/County Clerk shall  
33 distribute the final agenda to Commissioners within 48 hours of the conclusion of the Work Session.
- 34 **D. No Work Session** - If the Commission does not approve Work Sessions as part of the Schedule of  
35 Meeting Months or if a scheduled Work Session cannot be held prior to a Regular Meeting. The  
36 Commission Chair/County Clerk shall prepare and distribute an agenda listing the items of business in  
37 their proper order, along with a completed packet of supporting informational documents, by 4:00 p.m. on  
38 the (6<sup>th</sup>) business day prior to the Regular Meeting. These items shall include a listing of the committees,

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boards, and commissions scheduled to report with the names of those who will present the report; elections to be held; and resolutions/motions under old business and new business. For items to be included on the Meeting Agenda, they must be submitted to the County Clerk by 12:00 noon on the (7<sup>th</sup>) workday preceding the Regular Meeting.

**E. Election of Chairman** - The Commission shall elect a Chairman and a Chairman Pro Tempore at its first meeting on or after the first of September. This chairman shall preside over sessions of the Board

**F. Called Meetings / Special Meetings** -- Called Meeting may be called by the Mayor or by a majority request of the commission submitted in writing to the Chairman. All called meetings will be held at the time specified in the public notice.

**G. Place of Meetings** – All meetings of the Board shall be held at the Jefferson County Courthouse, Dandridge, Tennessee, unless otherwise specified.

**H. Quorum** -- A quorum for the transaction of business shall be a majority (11) 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.

**I. No Quorum** – Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the Commission, or upon a meeting where a quorum shall have been lost, the Chair shall adjourn the meeting. The names of the members present and their attendance at such meeting shall be recorded in the minutes by the Clerk.

**J. Cancellation of Meetings for Weather Conditions** - The Chairperson may cancel any meeting for severe weather or weather in which travel may place a person at risk of personal injury or jeopardize public safety. Such cancellation would be based on the chairman’s consultation with local law enforcement officials and the current weather advisory forecast published by the local office of the National Weather Service.

In such case, the Chairperson or a designee shall give notice of the cancellation of the meeting to all Commission members by phone or e-mail; notify the press and general public with as much advance notice as possible through public notice announcements on local media outlets and the county website. In the case of a meeting cancelled for overnight occurrence of snow or ice conditions, or fast development of any severe weather, notice shall be given at the earliest practical time.

**K. Cancellation of Meetings for Non-weather Causes** - In the event a meeting is cancelled for non-weather related reasons such as hazmat incident, power outages, or other catastrophic events; the decision to cancel will be made by the Chairman in consultation with the Chairman Pro Tempore and the County Emergency Management Director.

**L. Rescheduling of a Cancelled Meeting** - A meeting cancelled for climatic conditions or other causes will be rescheduled as early as possible, allowing for public notice of all interested parties. Should the duration of the severe weather persist beyond one week, additional rescheduling information will be provided to commission members and the general public.

**Rule II -- Order of Business:**

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1 **A. Call to Order** – In the absence of the Chairman and Chairman Pro Tempore, the County Clerk shall call  
2 the meeting to order for the purpose of a roll call and the election of a Chairman Pro Tempore to serve as  
3 moderator for that meeting.

4 **B. Roll Call**

5 **C. Prayer**

6 **D. Pledge of Allegiance**

7 **E. Proclamations / Courtesy Resolutions (if any)** - *Courtesy or Honorary Proclamations shall be*  
8 *distributed to commissioners for information only.*

9 **F. Public Hearing** – In the event there is an item of business which requires a public hearing of any kind,  
10 said public hearing shall be held at this point in the order of business. At the conclusion of the public  
11 hearing, the meeting will reconvene in regular session of the Commission.

12 **G. Approval & Corrections of the Agenda** –

13 *Work Session Held- The final agenda derived from the Work Session shall be presented to the*  
14 *Commission for approval as the Regular Meeting agenda. Any Commissioner wanting to bring a matter*  
15 *before the Commission that was not included in the Work Session final agenda can rise to a Point of*  
16 *Privilege and request that a matter be placed on the agenda. Commission shall allow the item to be*  
17 *discussed and acted upon under new business if addition of the item is approved by a two-thirds majority*  
18 *vote of (14) Commissioners.*

19 *No Work Session Held- The agenda provided as part of the Regular Meeting packet will be presented to*  
20 *the Commission for approval as the Regular Meeting agenda. Any Commissioner wanting to bring a*  
21 *matter before the Commission that was not included in the presented agenda can rise to a Point of*  
22 *Privilege, and request that a matter be placed on the agenda. Commission shall allow the item to be*  
23 *discussed and acted upon under new business if addition of the item is approved by a two-thirds majority*  
24 *vote of (14) Commissioners.*

25 **H. Consent Agenda** – Any items placed on the consent agenda and not withdrawn shall be considered with  
26 one Roll Call vote at this time. Items considered for approval on the consent agenda, will be recorded as  
27 such in the minutes with the results of the vote.

28 **I. Approval of Minutes**

29 **J. Appearance of Citizens** – *The purpose of this portion is to provide citizens an opportunity to address*  
30 *their government for items of concern that may or may not be on the agenda. Citizens must follow Rule*  
31 *IX in order to speak. Commission will not take any action at this time other than to refer the item to a*  
32 *committee or, by a vote of two-third majority, place it on the agenda under New Business.*

33 **K. Approval of Notaries & Bonds**

34 **L. Election of Committees, Boards & Commissions/ Nominating Committee**

35 **M. Reports from Elected Officials, Department Heads, Others**

- 36 1. County Mayor
- 37 2. Other Elected Officials
- 38 3. County Attorney
- 39 4. Department/ Director Reports

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1 5. Reports of Committees, Boards & Commissions – *Reports may be presented in writing or orally by the*  
2 *Committee Chair. During this time, only motions relative to the item in the committee report may be*  
3 *offered.*

4 **N. Old Business**

5 **O. New Business**

6 **P. Announcements**

7 **Q. Adjourn** - *No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a*  
8 *majority of the Commission. A new time limit must be established before taking a Commission vote to*  
9 *extend the meeting. No new item shall be introduced later than 10:30 p.m.*

10  
11 **Rule III – Rules of Debate**

12 **A. Decorum.**

- 13 1. Every Commissioner desiring to speak shall address the Chairman, and upon said recognition by
- 14 the Chairman, shall confine discussion to the question under debate, and shall avoid taking up any
- 15 personal arguments, or the use of indecorous language.
- 16 2. Commissioners shall refrain from: attacking a member’s motives; speaking adversely on a prior
- 17 motion not pending; speaking while the Chairman or any Commissioner is speaking.
- 18 3. A member once recognized should not be interrupted when speaking unless said member is being
- 19 called to order. The member should then cease speaking until the question of order is determined,
- 20 without debate, by the Chairman. If in order, said member shall be at liberty to proceed.
- 21 4. A member shall be deemed to have yielded the floor when he or she has finished speaking. A
- 22 member may claim the floor only when recognized by the Chairman.
- 23 5. No member of the Commission shall speak more than once or more than six consecutive minutes
- 24 on the same motion – except the Chairman of the Committee or the maker of a motion, who shall
- 25 have the right to answer questions. The maker of the motion shall have the right to make closing
- 26 comments prior to taking the vote on such motion. However, by majority vote, Commission may
- 27 extend the length of time and the number of times a member may speak on a given motion.
- 28 6. Appeals on Rulings that were made by the Chairman may be made by any Commissioner. A
- 29 majority vote of the members present shall decide the appeal.
- 30 7. Any elected official, county department head, or person appointed by the Board of Commissioners
- 31 shall be allowed to address the Board in response to commission questions as needed for
- 32 clarification, without suspension of the rules.
- 33 8. Observers in Commission Chambers shall have the right to address the board at the time
- 34 designated for “Citizen Input” if they have complied with **Rule IX**. The Chairman may rule out of
- 35 order any speaker failing to adhere to this rule. Observers may have the right to address the
- 36 Commission during the meeting upon suspension of the rules by the Commission for this purpose.

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38 **B. Motions**

- 39 1. A motion and a second to the motion are to precede any vote on an agenda item.

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- 1           2. Any motion shall be made and seconded before it is opened for debate.
- 2           3. Any motion, not coming from committee, which fails to receive a second is not open to debate. The
- 3           lack of a second indicates only one person of the commission favors the issue and it does not merit
- 4           the time of the full body.
- 5           4. A Motion coming from a committee needs no second, but is immediately open to debate until such
- 6           time comes for the question.
- 7           5. **Motions in Writing** – When a motion is made and seconded, it shall be reduced to writing by the
- 8           Clerk or by the maker of the motion, and repeated by the Chairman prior to any debate or the taking
- 9           of a vote.
- 10          6. When a motion is presented and seconded, it is under consideration and no other motion shall be
- 11          received thereafter, except to: adjourn, to lay on the table, to postpone, to substitute, or to amend
- 12          until the question is decided. These motions shall have preference in the order in which they are
- 13          mentioned.
- 14          7. **Call for the Question** - Any Commissioner, once recognized by the Chairman, may move to close
- 15          debate and call the question on the motion being considered which shall be non-debatable. A
- 16          successful vote on the motion to close debate will end discussion of the item. The Commissioner
- 17          moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the
- 18          debate.
- 19          8. If the Chairman wishes to put forth or second a motion, he or she shall relinquish the Chair to the
- 20          Chairman Pro Tempore until the main motion, on which he or she spoke, has been disposed.
- 21          9. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to
- 22          call the question.

**C. Motions to Amend**

- 26          1. An amendment to a motion must be germane, that is, it must relate to the substance of the main
- 27          motion. An amendment may not introduce an independent question, and an amendment may not
- 28          serve as the equivalent of rejecting the original motion.
- 29          2. **A Commissioner may amend** the main motion in either of the following two ways:
  - 30            i. **By Consent of the Members**. The Chairman, or another Commissioner through the
  - 31            Chairman, may ask for certain changes to be made to the main motion. If there are no
  - 32            objections from the maker of the motion, the motion shall stand as amended.
  - 33            ii. **Formal Amendment**. An amendment may be presented formally by moving to amend the
  - 34            motion in some way. If it is in the form of a formal motion to amend, a second shall be
  - 35            required and discussion shall follow on the amendment. If an amendment passes, the main
  - 36            motion shall be the motion as amended. If an amendment fails, the motion shall be the
  - 37            motion as it was before the amendment was presented.

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**Rule IV – Resolutions**

- A. Introduction:** Any proposed resolution may be introduced only by a member of the Board, and the Clerk or Chairman shall not receive any resolution that is not reduced to writing and signed by at least two (2) members of the Board. In the absence of two signers to a resolution, a motion and second for adoption of the resolution shall satisfy this requirement. A resolution requiring the appropriation of funds from county resources shall not be introduced unless it has been reduced to writing and met the Appropriation requirements set forth in **Rule VIII**.
- B. Author:** A resolution may have as many signatures as there are members of the Board. However, the first two (2) signatures on the resolution shall be deemed the authors for the purpose of debate.
- C. Roll Call Vote:** Resolutions shall be put to the Board for a roll call vote by the Clerk. If more than one (1) resolution is introduced in the same meeting, each should be voted on independently. Successful resolutions require a majority of the Commission body voting in favor of the resolution.
- D. Successful Resolutions:** All resolutions which are passed by the Board shall be submitted to the Chairman of the Board for his signature and attested by the signature of the Clerk.  
**If the County Mayor does not preside,** the resolution along with the vote of the Commissioners shall then be submitted to him/her, within five (5) days of its passage, for his/her consideration in accordance with law. If the Mayor signs it, the resolution shall become effective immediately or on the date specified in the resolution.  
**If the County Mayor vetoes the resolution,** he shall return it to the Board of Commissioners for action on his veto, by transmitting the disapproved resolution to the Clerk, together with any written veto message the County Mayor chooses to provide. The Clerk shall thereafter immediately provide the Chairman of the Board and each Commissioner with a copy of the resolution so disapproved by the Mayor, together with whatever written veto message accompanies it. Any matter vetoed by the County Mayor shall automatically be placed on the Agenda of the next regularly scheduled meeting of the Board of Commissioners to consider such vetoed resolution. A motion to “override” the County Mayor’s veto shall be the appropriate motion to such matter before the Board of Commissioners. As with all resolutions it must be seconded, but shall not be subject to amendment. It shall require a Majority Vote of the full Board of Commissioners to override a veto by the County Mayor. Such veto override must take place within twenty (20) days of the Clerk’s receiving the written message of veto for the County Mayor, or at the next regular meeting of the Commission, whichever is later. If the County Mayor fails to either sign or to veto a resolution and to report his action to the Board of County Commissioners as herein prescribed within ten (10) days after the resolution is submitted to him, the resolution shall become effective without his signature upon the expiration of the ten (10) day period or at a later date if the resolution so provides. The veto may not be exercised with respect to specific items or parts of items in the annual county budget, and may only be exercised with respect to the whole.

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## JEFFERSON COUNTY COMMISSION RULES OF PROCEDURE

### 1 **Rule V - Duties of the Chair**

- 2 **A.** The Board shall be called to order by the Chairman. In the Chair's absence, the Chair Pro Tempore shall  
3 preside. In the Chair Pro Tempore's absence, the Commission shall be called to order by the Clerk for the  
4 purpose of electing one of its members to preside.
- 5 **B.** Should the Chairman desire to speak on any subject on the floor to debate, he may do so, provided he  
6 vacates the chair. The Chair Pro Tempore shall preside until the matter under consideration is disposed of  
7 by the Commission. However, the Chair may answer questions, provide information, and give explanations  
8 from the chair, the Board not objecting.
- 9 **C.** The Chairman shall preserve order and decorum. He shall decide questions of order, subject to an appeal  
10 to the Board by any member.
- 11 **D. Points of Order** –If any member, speaking or otherwise, transgresses the rules of the  
12 Commission, the Chairman or any member shall call him to order, in which case the member so called to  
13 order shall immediately cease his debate or action. The point of order shall at once be decided by the  
14 Chairman, the member having the floor may proceed, subject to the decision made.
- 15 **E.** Once a motion has been made and seconded, the Chairman shall state the motion so that debate on the  
16 motion may begin.
- 17 **F.** The Chairman shall clearly state to the Commission the question under consideration before the vote on the  
18 question is taken. A member may ask for clarification of the question up until that time at which the result of  
19 the vote is announced.
- 20 **G.** The Chairman will present at the Work Session or in a pre-meeting packet a copy of each resolution to be  
21 presented to and the tentative agenda of the next regular meeting.
- 22 **H.** The Chairman shall refer to committee any matter he deems necessary, subject to majority approval by the  
23 Board.

### 27 **Rule VI - Committee Structure and Elections & Appointments and Confirmations**

#### 28 **A. Committee Structure and Elections**

- 29 **1. Every four years**, after the County Commissioners have been elected and take office, but prior to  
30 the regularly scheduled September meeting, the Chairman, if re-elected, or the Chairman Pro  
31 Tempore, in his absence and if re-elected, or in his absence, the County Clerk shall convene  
32 Commission to select a Nominating Committee and to conduct any other business deemed  
33 necessary. All Standing and Special committees shall serve a two (2) year term.
- 34 **2. The Nominating Committee** shall be composed of one member from each Commission District.  
35 Members will serve two (2) years in each four (4) year-term and will only serve longer with the  
36 consent of the other member from the same district. It shall be the duty of the Nominating  
37 Committee to recommend members for all Commission appointments to committees, boards, and  
38 commissions.

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- 3. **The Nominating Committee** will make recommendations for identified vacancies or rotations as needed for any statutory, standing, and special committee memberships unless the appointment or nomination is within the domain of the County Mayor or stipulated by statutory law. The recommendation of the names of new appointments will be made at the October meeting or upon the first meeting following the vacancy.
- 4. **All committee memberships, boards, and commissions** will be subject to a majority vote of the Commission at the October Quarterly Meeting or upon the first meeting following the vacancy.
- 5. **Committee Officer Election and Duties:** Upon election of a Committee, the members of the committee shall convene and elect a Chairman, Vice-Chair, and Secretary from its membership. The Committee Chairman is responsible for adequate and timely public notices of committee meetings. The Chairman of the committee is responsible for filing a copy of any minutes rendered to the County Clerk’s Office.
- 6. **Minutes shall be maintained** for all committee meetings by an elected secretary (optional) or the Committee Chairperson. Minutes shall be given to the County Clerk and included as an addendum to regular Commission minutes appropriate to the time frame in which the committee meeting(s) and regular commission meeting(s) were held.
- 7. **Jurisdiction of a committee** should be identified for statutory committees from TCA; for Standing Committees by definition as adopted by the County Commission; for Special Committees as prescribed in the “charge to the Committee” at its formation. Questions of committee jurisdiction will be referred to the Chairman and/or County Attorney for determination, subject to an appeal to the Board at its next regular meeting.
- 8. **Report and Referrals:** The committee to which a request or resolution has been referred shall make a report at the next regular meeting after the referral unless the Board has specified otherwise in its request or resolution. It is the responsibility of the Chairman of the Committee to see that this is listed on the agenda.
- 9. **Committee Reports** will be made by the Committee Chairman or his designee in an open meeting of the Board. Upon completion of a report, the speaker will yield to questions and discussion.
- 10. **Committee Recommendations** that call for Board action should be presented to the Board as a Motion or Resolution per the procedures heretofore specified. Committee recommendations do not need a second and will be open for debate until there is a “Call for the Question” by the Board.
- 11. **Committee Member Attendance** is expected at all meetings. However, should a committee member be unable to attend a committee or board meeting on which every district is represented, he/she may send the other/another commissioner from his/her District to serve as his/her proxy for that meeting. The proxy representative would have the same voting and representation privileges as the named member of said committee.
- 12. **Committee Quorum** is defined as no less than three (3) members present or a majority of the membership, whichever is greater.
- 13. **Failure to Meet** If for any reason a Committee Chair fails or refuses to call a meeting, the Chairman of the Board, or a majority of committee membership may do so.

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1 **B. Appointments & Confirmations**

- 2 **1. When the Board is required or requested to confirm an appointee** of the County Mayor then the
- 3 name of such proposed appointee of those being considered for the position shall be read to the
- 4 membership and discussion of each such appointee shall follow. In the event nominations are
- 5 submitted for more than one (1) position on the same board or committee, where the incumbent board
- 6 or committee members serve until their successor is appointed and confirmed, the appointing authority
- 7 shall designate the name of each nominee separately and shall indicate which incumbent he/she will be
- 8 replacing or shall otherwise clearly indicate which specific opening on the board or committee for which
- 9 the person is being nominated.
- 10 **2. Election or Confirmation:** All ballots for election or confirmation shall be cast by roll call vote as each
- 11 member’s name is called by the Clerk. If the vote is on confirmation of an appointment, each Board
- 12 Member will vote either “Yes” or “No” on the confirmation. A majority of the membership of the full
- 13 board is required for election or confirmation.
- 14

15 **Rule VII - Voting**

- 16 **A. Stating the Motion:** Prior to any vote, the Chairman shall read the motion as rendered by the maker of
- 17 the motion and ask if everyone understands the motion.
- 18 **B. General Consent -** Business can be expedited greatly by avoiding the formality of motions and voting in
- 19 routine business (*as in approving minutes & other reports*) and on questions of little importance, the
- 20 chair assuming general (unanimous) consent until someone objects. If at any time objection is made
- 21 with reasonable promptness, the chair ignores what has been done in that case even if he has
- 22 announced the result, and requires a regular vote.
- 23 **C. Voice Vote -** All votes shall be taken by voice unless otherwise directed by the Chairman.
- 24 **D. Roll Call Vote -** A roll call vote shall be taken if any one of the members so moves, and in all instances
- 25 involving authorization to spend public funds, and in all elections and appointments coming before the
- 26 Board. The Clerk shall call the roll of “Yes” and “No” votes on any Roll Call Vote and in all instances
- 27 involving authorization to expend public funds. Upon any roll call, there shall be no discussion by any
- 28 commissioner prior to voting, and each commissioner shall vote “Yes” or “No.” A Commissioner may
- 29 ask for a clarification or restatement of the question until such time the vote results are announced.
- 30 **E. Tabulating the Votes -** It shall be the duty of the Clerk, at the end of each roll call vote, to inquire of all
- 31 those who passed or were absent from chambers when the roll was called if they desire to vote. The
- 32 Chairman and Clerk shall tabulate the votes and the Chairman shall announce the results.
- 33 **F. Voting Required -** Every member who was in the Commission Chambers when the question was put
- 34 must give his or her vote, unless the member has publicly stated that he or she is abstaining from voting
- 35 due to a conflict of interest pursuant to Tennessee Code as defined in **T.C.A. 12-4-101**.
- 36 **G. Abstaining based on Personal Preference -** While it is the duty of every member who has an opinion
- 37 on the question to express it by his/her vote, yet he/she cannot be compelled to do so. He/She may
- 38 prefer to abstain from voting, though he/she knows the effect is the same as if he voted on the prevailing
- 39 side.

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- 1 **H. Abstaining based on Personal Interest** – Any Commissioner who abstains for cause, as defined in  
2 **T.C.A. 12-4-101**, or otherwise determined by state law, on any motion coming to a vote before the  
3 Commission shall not be counted in determining the number of votes needed for a simple majority, a  
4 two-third majority or a three-fourths majority.
- 5 **I. Tie Votes** – Should a tie vote occur, the motion is lost. Action on the immediate motion ends. The  
6 motion may be restated and introduced again as a new motion with a proper second and debate, then  
7 move forward under a new vote.
- 8 **J. Enactment** - A simple majority of the Board shall be required for the enactment of most legislation; to  
9 elect county officials, boards, and committees; to fix salaries and to appropriate money. In some  
10 instances, enactment of legislation may require a two-thirds or three-fourths majority vote, if such a  
11 majority vote is stipulated in the statute or resolution.
- 12 **K. Consent Agenda** - Business can be expedited greatly by avoiding the formality of separate motions and  
13 voting in routine business (as in approving minutes & other reports) and on questions of little importance  
14 or controversy. Items may be placed on the Consent Agenda at the Work Session by request of any  
15 Commissioner unless someone objects. Any item can be withdrawn from the Consent Agenda by simple  
16 request of any Commissioner during the “Approval and Corrections of the Agenda”, and if done, that  
17 item shall be placed on the heel of the Agenda. All items placed on the Consent Agenda shall be  
18 considered on one singular vote after “Approval and Corrections of the Agenda”.

19  
20 **Rule VIII - Appropriations Request**

- 21 **A. All Requests for Appropriations** in addition to those within the annual budget and all proposed  
22 amendments to the annual budget shall be submitted to the Budget Committee which shall consider the  
23 request and recommend appropriate action to the County Commission.
- 24 **B. All Requests for Appropriations** in the various funds of the county which are not itemized in the  
25 original fiscal year budget document shall indicate the total dollar expenditure requested for the current  
26 fiscal year and the source of revenue or reduction of expenditure to offset the appropriation. If the  
27 request is of a recurring nature over more than one (1) fiscal year, estimates for the next two (2) full  
28 fiscal years expenditures shall be given in the appropriation resolution.
- 29 **C. Request for Expenditures** requiring the use of fund balance reserves to fund the appropriation, which  
30 were not included in the original budget appropriation, shall not be effective unless approved by a  
31 majority vote of the commission.

32  
33 **Rule IX - Citizen Input: Addressing the Board**

- 34 **A. Citizen Input** - The Board recognizes the importance of protecting the right of all citizens to express  
35 their opinions on the operation of County government and encourage citizen participation in the local  
36 government process. The Board also recognizes the necessity for conducting orderly and efficient  
37 meetings in order to complete County business in a timely manner.

Updated on 3/19/2007  
Amended on 10/18/2010  
Amended on 3/21/2011  
Amended on 01/22/2019  
Amended on 11/18/2019  
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Amended on 07/19/21  
Amended on 04/15/2024

## JEFFERSON COUNTY COMMISSION RULES OF PROCEDURE

- 1       **B. Citizen Input Card** - Citizens wishing to make public comments to the Board at the prescribed agenda  
2 time should complete a “**Citizen Input Card**” prior to the meeting “**Call to Order**” and present the card  
3 to the **Chairman or Clerk**.
- 4       **C. Time Allowed to Speak** - Citizens speaking will be allowed up to three (3) minutes for their comments.  
5 The Chairman has the discretion to either extend or reduce time limits, based on the number of  
6 speakers and the will of the Commission.
- 7       **D. Addressing the Commission** - When a person’s name is called, the person shall step to the  
8 speaker’s floor lectern and shall give the following information in an audible tone of voice for the minutes  
9 provided:
- 10           1. Name
  - 11           2. Place of Residence or Business address
  - 12           3. Make note if they speak as an individual, for a group, or represent a third party
- 13       **E. All remarks shall be addressed to the Commission** as a body and not to any individual member  
14 thereof.
- 15       **F. No Person**, other than a member of the Commission, and the person having the floor, may be permitted  
16 to enter into discussion without permission of the Chairman.
- 17       **G. Speakers should make their comments concise and to the point**, and present any data or evidence  
18 they wish the commission to consider. No person may speak more than once on the same subject  
19 unless granted permission by the Chairman.

### 20 21 **Rule X - Sheriff**

22       **The Sheriff or his designee** should attend all Board of Commissioners meetings, and shall attend  
23 committee meetings upon request of the committee Chairman. If any person becomes disorderly or refuses  
24 to be in order, the Chairman shall call upon the Sheriff, Deputy Sheriff, or officer for assistance. If such  
25 person refuses to come to order or to be seated, the Chairman shall declare such person disorderly and  
26 order his or her detention until such time as the Chairman deems that said person is willing to be orderly.  
27 Any Committee Chairman may invoke the same authority.  
28

### 29 **Rule XI – County Attorney**

- 30       **A. The County Attorney** shall prepare resolutions for action of the Board and respond to questions of the  
31 Board as well as perform such duties as the Board, County Mayor, or other County Officials require. The  
32 County Attorney shall further represent the County in all litigation pursuant to his/her arrangement with  
33 the County and on the authority of the Board of Commissioners, except when prevented by a conflict of  
34 interest or other ethical considerations.
- 35       **B. No person shall be confirmed to serve as County Attorney** unless he is a duly licensed attorney. If  
36 a parliamentarian is not elected from the Commission membership, the County Attorney will serve as  
37 the parliamentarian.

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- 1       **C. Except for opinions** pertaining to matters under current or threatened litigation, any advisory opinion  
2       issued by the County Attorney at the request of any county official shall be filed with the County Clerk  
3       and be available for public inspection.  
4

5       **Rule XII – The County Clerk shall be responsible for:**

- 6       **A. Notifying all Commission members and the press** of all meetings in the manner prescribed by law.  
7       Notification should be in a timely manner, but no less than five (5) days in advance of the meeting.  
8       **B. Preparation and distribution of minutes** of Commission meetings and meeting packets as defined in  
9       **Rule I-D** and **Rule II-F**. The Clerk will maintain files of minutes of all standing and special committees.  
10      **C. Resolutions:** A copy of all resolutions approved by the Board shall be submitted to the County Mayor  
11      by the Clerk after such approval, for his/her consideration and signature.  
12      **D. Maintain official records** of the county legislative body  
13      **E. Other Duties** as defined by TCA 18-6-101 and other TCA references.  
14

15      **Rule XIII – Robert’s Rules**

- 16      **A. All matters** not covered in these rules or state law, shall be governed by the latest edition of Robert’s  
17      Rules of Order.  
18      **B. The Board shall Elect a Parliamentarian.** The parliamentarian shall either be a member of the  
19      Commission or the County Attorney. If the parliamentarian is a Commissioner, the parliamentarian shall  
20      be allowed the same rights to debate and vote on motions as any Commissioner.  
21

22      **Rule XIV – Rule Repeal & Suspension of Rules**

- 23      **A. The foregoing Rules of Procedures** may be amended or repealed by a vote of two-third majority of  
24      Commission. Rules shall be effective at the next meeting after approval.  
25      **B. A Rule** may be temporarily suspended by a vote of two-third majority vote of the Commission.  
26

27      **Rule XV – Private Acts**

28      **All proposed Private Acts** forwarded to the Tennessee General Assembly for passage must be  
29      previously approved by the County Commission by a two-thirds majority vote prior to being sent to the  
30      General Assembly, the County Commission must subsequently approve the Private Act again at a  
31      regular or special called meeting, after approval by the General Assembly, by a two-thirds majority vote  
32      prior to the implementation of the Private Act.  
33

34      **Rule XVI – Rescind Actions**

35      **Motions to Rescind or Amend Something Adopted** at a previous meeting require a two-thirds  
36      majority vote by the Commission for approval, unless prior notice has been provided by having it in a  
37      committee report or placing it on the agenda by noon on the Tuesday of the week preceding the

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1 meeting that it will be voted on, in which case a majority of the commission can approve or placing it on  
2 the agenda in accordance with Rule I of these Rules of Procedure.

3  
4 **Rule XVII – Renewal Actions**

5 Motions to renew a defeated motion from a previous meeting may be made by any Commissioner if the  
6 topic has been properly included on the agenda. A defeated item may not be included on the agenda of  
7 the next meeting. An item that is defeated twice may not be included on the agenda for 6 months.  
8 Each defeat thereafter will preclude the item from inclusion on a meeting agenda for another 6 months.  
9 However, nothing in this section will limit a Commissioner’s privilege under Rule II, Item f.

10  
11 **Rule XVIII – Conflict with Statutory Provisions Clause**

12 **In the Event any of the Foregoing Rules** are determined to be in conflict with statutory provisions,  
13 then only that part in conflict shall be null and void. The remainder shall remain in full force and effect.

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