

CORNERSVILLE MUNICIPAL PLANNING COMMISSION

BY-LAWS

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Cornersville Municipal Planning Commission shall be set forth in Sections 13-4-101 through 13-4-105 and Sections 13-7-201 through 13-7-210, Tennessee Code Annotated, and amendments and supplements thereto.

SECTION 2. OFFICE AND RECORDS OF THE COMMISSION

The office and meeting place of the commission shall be the Cornersville City Hall. The records of the Planning Commission shall be kept in the office of the Building Official in the Cornersville City Hall and shall be available for public inspection. A record of the business conducted at all Planning Commission meetings shall be kept in a Journal of Proceedings, 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 this commission shall consist of five (5) members. One (1) of the members shall be the chief executive 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 executive officer, (mayor). A record of the membership of the commission shall be maintained in the Journal of Proceedings.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Commission shall be the regular February meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Planning Commission.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Planning Commission shall be held in the Cornersville City Hall, on the fourth Tuesday of every month at 6:00 p.m. during winter and 7:00 p.m. during summer. At such meetings, the Commission shall consider all matters properly brought before the Commission without the necessity of prior notice, thereof, given to any members.

SECTION 6. SPECIAL MEETINGS

Special meetings of the Planning Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman or Secretary. Written notice, thereof, shall be given to all the members not less than five (5) days in advance, thereof, except in case of emergency.

SECTION 7. QUORUM

At any meeting of the Planning Commission, a quorum shall consist of three (3) commission members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 8. VOTING

At all meetings of the Planning Commission, each member attending shall be entitled to cast one (1) vote. Voting shall be by ayes and nays, and unanimous votes and abstentions shall be entered upon the record of such meeting.

SECTION 9. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he shall disclose his 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. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter.

SECTION 10. PROCEEDINGS

a. At any regular meeting of the 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 Chairman
 6. Report of the City Planner
 7. New Business
 8. Adjournment
- b. Each formal action of the Planning Commission required by law, city charter, rule or regulation shall be embodied in a formal resolution duly entered in full upon the Minute Book after an affirmative vote as provided in SECTION 5, hereof.

SECTION 11. RULES OF PROCEDURE

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order.

OFFICERS

SECTION 12. OFFICERS

The officers of the Planning Commission shall consist of a Chairman, Vice-Chairman, and a Secretary elected by the 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.

SECTION 13. DUTIES OF OFFICERS

The duties and powers of the officers of the Planning Commission shall be as follows:

a. Chairperson

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

b. Vice-Chairperson

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

c. Secretary

1. To keep the minutes of all meetings of the 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 Commission.
4. To be custodian of Commission records.
5. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
6. To handle funds allocated to the Commission in accordance with its directives, the law, and city regulations.
7. To sign official documents of the Commission.

SECTION 14. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor or County Judge by the Secretary. Should any vacancy occur among the officers of the Planning Commission, the vacant office shall be filled in accordance with SECTION 9, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

AMENDMENTS

SECTION 15. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least three (3) days prior to said meeting.

2-25-92

Date

Judith G. Stewart
Chairperson

Ed D. Moore
Secretary