

BYLAW RULES
of the
BOARD OF COMMISSIONERS OF BEDFORD COUNTY,
TENNESSEE

PREAMBLE

In accordance with the laws of the State of Tennessee and subject to compliance with the Bedford County Code of Ethics Policy, the Bedford County Board of Commissioners shall adhere to and abide by these Rules. Nothing herein is designed or intended to be in conflict with any law, policy, or statute of the State of Tennessee nor the United States of America and shall not seek to supplant such. In the event of conflict, policy, or statute of the State of Tennessee or the United States of America shall prevail.

Bylaw Rule I

The Board of Commissioners

SEC A CONVENING THE BOARD OF COMMISSIONERS: The Board of Commissioners shall meet on the second Tuesday of each month in the Historic County Courthouse. Each meeting is a “*session*” as defined by *Robert’s Rules of Order*. Should the meeting fall on a legal holiday, the Chairperson or County Clerk shall postpone the Board of Commissioner’s meeting over until the following day, making proper records on the minutes. In the event of inclement weather resulting in county offices being closed, the Chairperson or County Clerk shall postpone the Board of Commissioners to an alternative date. Immediate notice shall be done to the Board of Commissioners by email or phone call & to media outlets.

SEC B QUORUM: A quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Board of Commissioners, and where a vacancy or vacancies exist in the Board of Commissioners, the same shall not be included in determining the membership of the Board.

SEC C ORDER OF BUSINESS

1. Call to order
2. Prayer and Pledge of Allegiance
3. Opening of Meeting
4. Roll Call
5. Minutes Approval
6. Public Comment
7. Elections & Confirmations
8. Presentations

9. Resolutions
10. Additional Items by Standing Committees
 - Rules & Legislative
 - Public Safety
 - Courthouse & Property
11. Financial Management Reports (including Quarterly Reports of Elected/Officials/Office Holders and other such Departments and Elected Officers as identified and requested by the Chairperson.
12. Other Business
13. Announcements
14. Adjourn

SEC D WHO MAY ADDRESS THE CHAIRPERSON. It is the Board of Commissioner members' right to address the Chairperson and Board of Commissioners at any appropriate time after proper recognition by the Chairperson.

SEC E GAINING THE FLOOR. In all cases, the member who shall first raise his/her hand and address the Chairperson shall be entitled to speak first. When two or more members shall raise their hands and address the Chairperson at the same time, the Chairperson shall name the member who shall speak first followed by the other member.

SEC F SPEAKING. When any member wishes to speak in debate or deliver any matter whatsoever to the Board of Commissioners, he/she shall raise their hand and respectfully address the Chairperson and shall, after being recognized by the Chairperson, proceed in their remarks, and shall confine themselves strictly to the question under debate. A committee chairperson, or his/her designee, or the author of a resolution, may speak as often as the situation requires. No other member shall speak more than once on the same subject until every other member has had an opportunity to speak. No member, except for the committee reports, shall speak longer than ten minutes on the same subject in the first speech and three minutes on any succeeding speech unless by consent of the Board of Commissioners.

All speakers shall follow *Roberts Rules of Order for Boards and Commissions*: The following principles govern conduct and decorum of speakers in a meeting.

- 1) **CONFINING REMARKS TO THE SUBJECT MATTER UNDER DISCUSSION:** A speaker's remarks must be germane and relate to the subject being discussed.
- 2) **REFRAINING FROM ATTACKING A PERSON OR MOTIVE:** A speaker may strongly disagree with the nature of likely consequence of a proposed action but must avoid personalities and under no circumstances may a speaker attack or question the motives of another person.
- 3) **REFRAIN FROM SPEAKING ADVERSELY ON A PRIOR ACTION NOT PENDING:** A speaker should not speak against a prior action of the body unless the matter is being reconsidered by the body. Speakers should confine their remarks to current matters before the Board of Commission (or Committee), unless the attention of the body is being directed to new matters not previously acted upon.

SEC G CONSENT TO YIELD. A member recognized by the Chairperson to speak shall not be interrupted except for a question by a member. If the speaker declines to yield, the speaker shall not be interrupted, but shall yield to questions at the end of the presentation.

SEC H POINTS OF ORDER: If any member, speaking , or otherwise transgresses the Bylaw Rules of the Board of Commissioners, the Chairperson shall, or any member may call that member to order, in which case the member so called to order shall immediately sit down, at which time the point of order shall be at once decided by the Chairperson, subject to an appeal to the Board Of Commissioners. After the decision is rendered, the member having the floor can proceed, subject to the decision made.

SEC I APPEAL ON RULINGS: Any member of the Board of Commissioners may appeal to the Board of Commissioners from any ruling of the Chairperson, and majority of the membership shall decide the appeal.

SEC J REFUSAL TO BE IN ORDER: If any person, member or otherwise, refuses to remain orderly or interrupts a person speaking, the Chairperson shall have the right to call upon the Sheriff or his designee, to seat and ask such person to come to order, and if such person refuses to be seated or come to order, the Chairperson shall have the right to declare such person in contempt and to order that person be removed from the meeting room. This person may return to the meeting room only on the approval of a majority of the Board of Commissioners members voting.

SEC K COMMITTEE REFERRALS: Any member wishing to introduce a measure which would require consideration or study shall refer the matter to the appropriate committee. If there is a question as to which committee should deal with a particular matter, the Rules and Legislative Committee will make the ruling.

SEC L RESOLUTIONS: Main motions that are particularly important, long, or complex and presented to the County Commission in written form.

- 1) The Mayor's Office assigns the tracking numbers for resolutions.
- 2) Debating: No resolution shall be debated until the same is seconded and stated by the Chairperson.
- 3) Resolutions During Vote: When the Chairperson has submitted a resolution for a vote, no motion other than a motion to adjourn, or to table the proposed action, shall be in order until the decision of the Board of Commissioners is declared by the Chairperson.
- 4) Requiring Voice Roll Call: Any resolution may be put to the Board of Commissioners for a voice vote by the Chairperson, unless otherwise provided by law. However, any Board of Commission member may also request a roll call vote by addressing the Chairperson either before or after the voice vote.
- 5) Votes Required to Pass a Resolution: To transact any business requiring a vote, there must be a vote of the majority of the existing membership of the Board of Commissioners, not merely a majority of the members present, unless different requirements are stated in these rules for dealing with internal business.

SEC M MOTIONS.

- 1) Debating Main Motions: No motion shall be debated until the same is seconded and stated by the Chairperson.
- 2) Motions in Writing: When a motion shall be made and seconded, it shall be reduced to writing, if desired by the Chairperson or any member, then delivered to the table and read, before the same shall be debatable.

- 3) **Motions During Vote:** When the Chairperson has submitted a motion for a vote, no motion other than a motion to adjourn, or to table the proposed action, shall be in order until the decision of the Board of Commissioners is declared by the Chairperson.
- 4) **Requiring Voice Roll Call:** Any motion may be put to the Board of Commissioners for a voice vote by the Chairperson, unless otherwise provided by law. However, any Board of Commission member of the Board of Commissioners may also request a roll call by addressing the Chairperson either before or after the voice vote.
- 5) **Votes Required to Pass a Motion:** To transact any business requiring a vote, there must be a vote of the majority of the existing Board of Commissioners, not merely a majority vote of the quorum present, unless different requirements are stated in these rules for dealing the internal business.

SECTION CONFLICT OF INTEREST:

1) Conflict of Interest – Personal Interest of Officers (Commissioners) Prohibited

- a) **Direct Conflict of Interest** – Pursuant to TCA 12-4-101(a)(1), it is unlawful for any County Commissioner whose duty it is to vote for, let out, overlook or in any manner to superintend any work or any contract in which the county shall or may be interested, to be directly interested in any such contract.

“Directly interested” means any contract with the Commissioner personally or with any business in which the Commissioner is the sole proprietor, a partner, or the person having the controlling interest.

“Controlling interest” includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

If any member of the County Commission has a direct conflict of interest, that member of the Commission may not vote to approve the matter before the Commission, whether or not the Commissioner with direct conflict abstains from voting on it.

- b) **Indirect Conflict of Interest:** Pursuant to TCA 12-4-1-1(b)(1), it is unlawful for any County Commissioner whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract in which the County shall or may be interested, to indirectly interested in any such contract unless the Commissioner publicly acknowledges such Commissioner’s interest.

“Indirectly interested” means any contract in which the Commissioner is interested but not directly so but includes contracts where the Commissioner is directly interested but is the sole supplier of goods or services in a county.

Penalty for Unlawful Interest: Pursuant to TCA 12-4-102, should any County Commissioner referred to in the above be or become directly or indirectly interested in any such contract, such person shall forfeit all pay and compensation, therefore. Such Commissioner shall be dismissed from office and be ineligible for the same or a similar position for ten (10) years.

2) Conflict of Interest – County Financial Management System of 1981

Pursuant to TCA 5-21-121, members of the county legislative body shall not have a direct interest in the purchase of supplies, materials, equipment, or contractual services for the county unless the person publicly acknowledges the interest.

“Direct interest” means a contract with a person personally or with a business in which the person is the proprietor, a partner, or the person having the controlling interest in the business.

“Controlling interest” means sufficient ownership in a business or company to control policy and management, including the ownership or control of the largest number of outstanding shares owned by any single individual in a business or company.

“Indirect interest” means a contract in which a person is interested, but not directly so, and includes contracts where the person is directly interested and is the sole supplier of goods, or services in the county.

3) Conflict of Interest – County Commissioner Who Is A County Employee or Whose Spouse Is A County Employee:

Pursuant to T.C.A. 5-5-112;

(a)

1. No member of the legislative body of a county who is also an employee of the same county or who spouse is an employee of the same county may vote on matters in which such member has a conflict of interest. A conflict of interest is created under this section when a member is voting on a matter which, if approved by the legislative body, would increase the pay or benefits of that member or that member’s spouse.
2. Each vote taken by a legislative body of a county that has the effect of increasing the pay or benefits of the county employee must be by electronic vote or by roll call vote.
3. The vote of any member having a conflict of interest is void if successfully challenged pursuant to subdivision (a)(4).
4. After each vote is taken that could involve a conflict of interest under subdivision (a)(1) and prior to the vote being announced by the chair, the chair shall ask the members of the legislative body if a member of the legislative body voted in violation of subdivision (a)(1). If the chair finds that a member voted in violation of subdivision (a)(1), the chair shall declare the member’s vote void.

(b)

1. Subsection (a) shall not prohibit a member of a local governing body of county from voting on the budget, appropriation resolution, or tax rate resolution, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation or resolution in which the member has a conflict of interest.

2. If a member of a county governing body who is voting on a proposed budget, appropriation resolution, or tax rate resolution, or amendments thereto, has a conflict of interest under subsection (a) or another existing conflict of interest then the member must declare the conflict of interest at the meeting prior to casting the member's vote.

- (c) Any member of a local governing body of a county who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote. This subsection (c) shall not apply to any county having a metropolitan form of government and having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census.

SEC O MEMBER MAY CHANGE VOTE: Any member of the Board of Commissioners may change his/her vote before the result of a roll call is announced by the County Clerk. It shall be the duty of the County Clerk at the end of each roll call to inquire of those who passed or were absent when the roll call was called if they desire to vote. Also, if anyone who has voted wishes to change his/her vote, the result shall be announced by the County Clerk.

SEC P RECONSIDERATION OF A MOTION: When a question has been put to a vote, it shall be in order for any member of the prevailing side to move and another to second a reconsideration at any time the motion and vote was originally taken. Two-thirds (2/3) of the Board of Commissioners must vote for reconsideration of a motion before it can be brought before the Board of Commissioners for further consideration.

SEC Q ELECTIONS WITH NOMINATIONS FROM THE FLOOR: When the Chairperson is to receive nominations from the floor, a member may nominate only one other person. The floor will be kept open until every member has had an opportunity to nominate a person if so desired before the nominations are closed. The election will proceed follows:

1. Appointive Office:
 - a) The ballots are cast by voice vote.
 - b) A majority of the full Board of Commissioners is required for election.
 - c) If no one is elected on a given ballot, the person receiving the smallest number of votes will be dropped and the ballots cast again until a person is elected.

SEC R DEATH OR RESIGNATION OF A COMMISSIONER: In the event of a death or resignation of a sitting Commissioner the Rules and Legislative Committee shall submit a slate of nominee(s) to the Board of Commissioners. Nominations may also be taken from the Commission floor after the submitted nominee(s) is read by the Rules and Legislative Chairperson. This person will serve until the next general election cycle.

SEC S AMENDING OR SUSPENDING THE BYLAW RULES: These Bylaw Rules may be amended at any time for one specific item, not the entire agenda, by the Board of Commissioners while in regular session by a two-thirds (2/3) majority of the qualified and acting members of the Board of Commissioners.

SEC T ITEMS TO BE INCLUDED ON THE AGENDA:

Items to be placed on the Board of Commissioner agenda take place by any of the three following means:

1. Any item may be placed on the agenda by recommendation from any of the four (4) standing committees.
2. Any item may be placed on the Commission agenda or referred to proper committee(s) by submitting to the County Mayor a written request signed by no less than two (2) Commissioners and not less than twelve (12) days prior to the meeting of the Board of Commissioners.
3. Any member desiring actions upon or consideration of an item not on the agenda must obtain approval of two-thirds (2/3) majority of the Board of Commissioners to suspend the rules before such item may be considered.

When agenda items are deferred by the Commission, such items will be deferred to the next regular meeting unless otherwise specified.

SEC U PARLIAMENTARIAN: The County Attorney or a designee from the County Attorney's office shall serve as the Parliamentarian. In the event the County Attorney or a designee is not present, the Board of Commissioners may elect a Parliamentarian to serve as such for that meeting.

SEC V ROBERT'S RULES OF ORDER: All Bylaw Rules not covered herein shall be governed by *Robert's Rules of Order* as contained in the latest copyrighted edition.

SEC W COMPENSATION: By a Resolution vote, the Board of Commissioners may increase or decrease compensation for its members. Any compensation for members does not take effect until the beginning of the term following the next election of the county commissioners after the resolution increasing/decreasing the compensation is adopted. TCA 5-5-107(e).

SEC X SPECIAL CALLED MEETINGS:

- 1) A Special Called Meeting may be made by the County Mayor or by the Chairperson if an application for such meeting is made in writing in the form of a petition from a majority of the Commission.
- 2) The Special Called Meeting requires the same notice of as any other meeting.

SEC Y NOTICE OF COMMISSION MEETING, AGENDA, AND PUBLIC COMMENTS---

- 1) Any person may address the Board of Commissioners at any public meeting of the Commission at which action is to be taken and may speak to any item on the agenda.
- 2) Notice of the Commission meetings shall be sent to a local newspaper of general circulation, or a local media equivalent to be published in advance of the Commission meeting and the Commission agenda shall be posted on the county government website in compliance with the 48 hours agenda publication requirement.
- 3) Each person wishing to address the Commission shall complete the *Public Comment Sign-up List* to include their name and address prior to the start of the meeting.
- 4) Each person shall have 3 minutes in which to make their comments. In the event a person wishing to speak has a disability or is interrupted, the Chairperson has the right to extend the 3-minute time limit.

- 5) The Chairperson of the Commission will be responsible for the order of speaking and the timing of the speakers.
- 6) The procedure for how public comment can be given shall be included on any public notice of the meeting, as well as on the meeting agenda, shall be posted on the county website, and shall be made available in the meeting room directly prior to the start of the meeting.

BYLAW RULE II

BOARD OF COMMISSIONERS CHAIRPERSON

SEC A CALL TO ORDER: The Board of Commissioners shall be called to order by the Chairperson. In the absence of the Chairperson, the Chairperson Pro Tempore shall preside. In the absence of the Chairperson Pro Tempore, the Board of Commissioners shall be called to order by the County Clerk and shall elect one of its members to preside over deliberation or allow the Parliamentarian to preside.

SEC B CHAIRPERSON SPEAKING: Should the Chairperson of the Board of Commissioners desire to speak upon any subject either in the negative or the affirmative, he/she may do so, provided he/she vacates the chair. Whereupon the Chairperson Pro Tempore shall preside until the matter under consideration is disposed of by the Board of Commissioners. However, the Chairperson may answer questions, provide information, and give explanations from the chair at any time, the Board of Commissioners not objecting.

SEC C QUESTIONS OF ORDER: The Chairperson shall preserve order and decorum, may speak to points of order in preference to other members. The Chairperson shall decide questions in order, subject to an appeal to the Board of Commissioners by any member.

SEC D MEMBERS SPEAKING: Before a member is allowed to speak twice on the same subject, the Chairperson shall inquire if there is another member who has not spoken on that subject and who wishes to speak.

SEC E MOTIONS: Once a motion has been made and duly seconded, the Chairperson shall state the motion so that debate on the motion may begin.

SEC F PUTTING THE QUESTION: The Chairperson shall clearly state the question before the Board of Commissioners before the vote on the question is taken. A member may ask for clarification of the question up until the result of the vote is announced.

SEC G AGENDA & MINUTES TO BOARD OF COMMISSIONERS: A copy of the agenda and attachments, and the notice calling each Board of Commissioners meeting shall be mailed (post marked) and emailed to each Board of Commissioners member ten (10) days before the Board of Commissioners is to meet.

SEC H ELECTION OF CHAIRPERSON AND CHAIRPERSON PRO TEMPORE BY BOARD OF COMMISSIONERS: Each year at the September meeting the Board of Commissioners shall elect a Chairperson and a Chairperson Pro Tempore. The County Clerk will conduct the election for the Chairperson.

BYLAW RULE III

COUNTY CLERK

SEC A MINUTES OF THE BOARD OF COMMISSIONERS: The County Clerk is responsible for compiling the minutes of the Board of Commissioners meeting. The Mayor's Office is responsible for making copies of the minutes and distributing them.

SEC B ROLL CALL: On all appropriations, the County Clerk shall call the roll for Aye/Yes and Nay/No votes. The order of the roll call for voting on an issue will rotate among the Commissioners so that the same Commissioner does not vote first each time.

SEC C CHANGE OF VOTE: It shall be the duty of the County Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote, also if any member who has voted wishes to change, his/her vote. Then, the results shall be announced by the County Clerk.

BYLAW RULE IV

SHERIFF

SEC A THE SHERIFF: The Sheriff shall attend and open the Board of Commissioners while in session or designate some other officer that purpose to preserve order and carry out the orders of the presiding officer of the Board of Commissioners.

BYLAW RULE V

COUNTY ATTORNEY

SEC A THE COUNTY ATTORNEY: The County Attorney shall attend meetings of the Board of Commissioners to advise on matters of law. The County Attorney shall serve as the Parliamentarian (Bylaw Rule 1, SEC T). In addition, the County Attorney shall hold Attorney/Client meetings when requested. The County Attorney or a designee from the County Attorney's office shall also attend Board of Commissioners' committee meetings when called upon by the chairperson of a committee.

BYLAW RULE VI

BOARD OF COMMISSIONERS STANDING COMMITTEES

SEC A FOUR STANDING COMMITTEES: There shall be four (4) Standing Committees of the Board of Commissioners, and each shall meet on a monthly basis. A quorum shall require 3 members of the Rules and Legislative, Public Safety and Court House and Property Committees to be present. A quorum of 4 shall be required for the Finance Committee.

The purpose of a standing Committee is to study and make recommendations for action by the full Commission once adequate study or information has been obtained to make a recommendation. Committees have no independent authority.

The Standing Committees consist of the following:

1. Rules and Legislative Committee – five (5) members of the Board of Commissioners. Items which may be considered are resolutions (other than from Finance), any Bylaw Rules changes and any requests from those who report to the committee.
2. Courthouse & Property Committee – five (5) members of the Board of Commissioners. Items which may be considered are those relative to the Courthouse, county properties, or requests from those who report to the committee.
3. Public Safety Committee– four (4) members of the Board of Commissioners plus the County Mayor. Items which may be considered are requests from those who report to the committee.
4. Finance Management Committee – the County Mayor, the County Highway Superintendent, the Board of Education Superintendent, and four (4) members elected by the County Commission. The latter four (4) members need not be members of the Board of County Commissioners but may be. The County Financial Officer shall serve as an ex-officio member. Items which may be considered are those relative to any financial matter concerning the budget or are a primary financial request.

SEC B STANDING COMMITTEE OFFICERS: Upon election of the members of the Standing Committees by Board of Commissioners, the members of each committee shall convene and elect a Chairperson and Vice-Chairperson from its membership and formulate rules for its operation not covered under general regulations pertaining to all Standing Committees. If a Standing Committee has not carried out the aforementioned requirements within twenty-one (21) days from the date of appointment, the County Mayor shall call the Standing Committee into session before the next regular meeting date of the Board of County Commissioners and serve as temporary chairperson until the Standing Committee elects a Chairperson and proceeds with its required business.

SEC C STANDING COMMITTEE CHAIRPERSON AND AGENDA: The Standing Committee Chairperson should notify the County Mayor of the major matters to be placed on the monthly agenda for the committee. As well, the County Mayor may add an item to a Standing Committee agenda as he/she deems necessary and notify the Committee Chairperson. Any Commissioner may contact that Standing Committee Chairperson and request an item be placed on that particular committee's agenda. Committee Chairperson will notify the Mayor's Office of request for placement on the agenda.

SEC D REFERRAL OF ITEMS FOR THE COUNTY COMMISSION REGULAR MEETING: Items from each Standing Committee which are referred to the Board of Commissioners shall be placed on the Board of Commissioners agenda for the next regular monthly meeting by the County Mayor.

SEC E STANDING COMMITTEE MEMBERSHIP: All Standing Committees of the Board of Commissioners shall be elected by a majority vote of the Commission at each September meeting of the Board of Commissioners after an election cycle that includes County Commission seats. Before the August meeting of the Rules & Legislative Committee that falls said election cycle, the Chairperson of the Rules and Legislative Committee shall ask each Commissioner which committee that person wishes to serve on. Each September following the initial election cycle of the Board of Commissioners, the Rules & Legislative chairperson shall contact each commissioner about their standing committee placement to see if any changes are requested.

SEC F AUTHORITY & DUTIES OF COMMITTEES: The role and jurisdiction of a Board of Commissioners Standing Committee is to investigate and study matters, provide information and to present recommendations to the Board of Commissioners, as generally described in the title of the Standing Committee and as more specifically defined in the subject areas listed under the title. Should any questions arise as to the jurisdiction of any Standing Committee, it shall be referred to the Rules and Legislative Committee for determination, subject to an appeal to the Board of Commissioners at its next regular meeting. The Rules and Legislative Committee shall review the Bylaw Rules each January. Any changes or additions to Bylaw Rules shall be referred to the full Committee with a recommendation for approval.

SEC G REPORTING PROCEDURE:

1. Minutes of each Standing Committee will be distributed to the legislative body prior to the next Board of Commissioners meeting.
2. The Standing Committee Chairperson or a committee member so designated shall report to the Board of Commissioners at the regularly scheduled meeting as needed.
3. Actions referred to the Board of Commissioners shall include a motion, a second and discussion.

SEC H DUTIES OF STANDING COMMITTEE CHAIRPERSONS: The Committee Chairperson's prime responsibilities are to serve as the presiding officer at the regular committee monthly meetings, to call any special meetings or study sessions needed to be held, and to serve as the spokesperson of the committee in any action or reporting to the Board of Commissioners. Further, the Committee Chairperson should fully understand and make the committee aware of its authority and areas of jurisdiction. The Committee Vice-Chairperson is to assume the role and all responsibilities of the Chairperson in his/her absence. Should the Committee Chairperson, for any reason, vacate his/her position, the Committee Vice-Chairperson will automatically become Chairperson for the duration of the term.

SEC I SPECIAL COMMITTEES: The Board of Commissioners may, from time to time, appoint such special committees as the circumstances require, but such a special committee shall be disbanded when it completes its assigned work and in no case shall it exist longer than one year unless extended by the Board of Commissioners. No special committee shall be appointed for any purpose when there is a Standing Committee on the same subject.

SEC J NOTICE OF COMMITTEE MEETING, AGENDA, AND PUBLIC COMMENTS:

1. Any person may address the standing committee at any public meeting of the Committee at which action is to be taken and may speak to any item on the agenda.
2. Notice of the Committee meeting shall be posted on the county website and Committee agenda shall be posted on the county government website in compliance with the 48 hours agenda publication requirement.
3. Each person wishing to address the Committee shall complete the *Public Comment Sign-up List* to include their name and address prior to the start of the meeting.
4. Each person shall have 3 minutes in which to make their comments. In the event a person wishing to speak has a disability or is interrupted, the Chairperson has the right to extend the 3-minute time limit.

5. The Chairperson of the Committee will be responsible for the order of speaking and the timing of the speakers.
6. The procedure for how public comment can be given shall be included on any public notice of the meeting, as well as on the meeting agenda, shall be posted on the county website, and shall be made available in the meeting room directly prior to the start of the meeting.

SEC K FAILURE TO MEET: If, for any reason, the Chairperson of a Standing Committee fails to call a needed special meeting other than the regular monthly meeting, the County Mayor or three (3) members of that specific Standing Committee may do so.

SEC L COMMITTEE AGENDA AND MINUTES:

1. The minutes of the Standing Committee meetings shall contain the day, time, and place the committee convenes, the members present, a summary of matters considered and discussed, a record of the voting on the action taken on each agenda item, and the time of adjournment.
2. The Standing Committee agenda shall include Approval of Agenda so that emergency items can be added with committee approval.
3. Any person may address a committee other than in Public Comment Period at the end of Regular Business, under Other Business.

SEC M REPORTS BY COUNTY OFFICES AND/OR DEPARTMENT HEADS: A report from the various County offices and/or department heads shall be part of the appropriate Standing Committee reports. The reporting shall be as follows:

1. Rules and Legislative Committee will include reports and requests from the Veterans Officer, the Agricultural Board, the Adult Establishment Board (Adult Entertainment Board) (only when an application is received) and the Beer Board (only when an application is received).
2. Courthouse and Property Committee will include reports and requests from the Director of Zoning, the Building and Codes Officer, the IT (Information Technology) Department, Fire Department, 911 Communications, Facility Management, and the GIS department.
3. Public Safety Committee will include reports and requests from Animal Control, the Sheriff's Department including the Jail and Workhouse and the 17th Judicial Task Force, EMA (Emergency Management Agency), Juvenile Detention, and Probation.
4. Finance Management Committee will include reports and requests from the Bedford County Board of Education Superintendent, EMS (Emergency Medical Services), Solid Waste Department, Human Resources, County's Owner Representative, and Archives.

Other information may be presented as needed to any of the committees.

SEC N AUTHORITY Standing Committees have any and all authority necessary to request the assistance of county, regional, state, and federal governmental departments, commissions, and agencies. Standing Committees do not have the authority to obligate the County involving money without approval of the Board of Commission.

SEC O BOARD OF COMMISSIONERS COMMITTEES: The County Mayor shall be an ex-officio member of all Board of Commissioners' Committees.

BYLAW RULE VII

COMMISSION APPOINTED SUBCOMMITTEES

SEC A SUBCOMMITTEES: The Board of Commissioners membership may select Subcommittees of the Board of Commissioners as needed to make studies and/or recommendations to the full Commission through the Standing Committees on any specific matter which falls into their authority. Furthermore, these Subcommittees may select interested citizens of the County who wish to help in the study of a given matter and ask them to work as a part of the subcommittee. The Standing Committee shall have final responsibility for all requirements of referral to the Board of Commissioners. Members of the Board of Commissioners shall only be allowed to serve on one (1) Subcommittee other than one of the Standing Committees.

RULE VIII

MAYOR AND BOARD OF COMMISSIONERS APPOINTED BOARDS AND DEPARTMENT HEADS

SEC A APPOINTMENT: Except as otherwise provided by general law, or special or private act, the County Mayor shall appoint members of county boards and county department heads. Such appointees shall be subject to confirmation by the Board of Commissioners, and in so doing, the Board of Commissioners may express its views fully and freely and shall vote for or against confirmation. The Board of Commissioners shall not seek or interview such prospective county employees prior to their appointment by the County Mayor. Such appointment and confirmation are not applicable to employees appointed by other elected officials (TCA 5-601(c)). Any board member that is absent for three (3) consecutive meetings, or for four (4) meetings in one (1) calendar year, shall be replaced unless there is an extenuating circumstance or the absence(s) are approved by the County Mayor.

SEC B BOARDS: The following Boards shall be appointed, and unless otherwise prohibited by State law, members of the Board of Commissioners are eligible to serve. Membership on these boards will be approved on an annual basis in the January or July meeting of the Commission. The County Mayor's office will be responsible for the membership on the boards as terms expire or as a member needs to be replaced due to resignation or other reasons.

1. Bedford County Regional Planning Commission – The Bedford County Regional Planning Commission shall consist of eleven (11). Members of the Board of Commissioners are eligible to be appointed to the Regional Planning Commission, so long as the total number of such Commissioners does not exceed a majority of the membership. Members shall serve terms of four (4). (TCA 13-3-101 (i)).
2. Bedford County Agricultural Extension Committee – The Bedford County Agricultural Extension Committee shall consist of seven (7) members, three (3) of which shall be members of the Board of Commissioners. The four (4) non-Board members shall consist of two (2) farmers and two (2) farm women to two-year terms. No member may be elected for more than three (3) consecutive terms. (TCA 49-50-104)

3. Bedford County Beer Board – The Bedford County Beer Board shall consist of five (5) non-Board of Commissioners members for two-year terms. (Established by Resolution, dated July 3, 1933.)
4. Bedford County Board of Equalization – The Board shall consist of five (5) freeholders and taxpayers from different sections of the county. Five (5) non-Board of Commissioners are eligible, four (4) members elected by the Board of Commissioners, and one chosen by the City of Shelbyville City Council.
5. Shelbyville-Bedford County Library Board – The Shelbyville-Bedford Library Board shall consist of seven (7) members appointed by the Board of Commissioners and the Shelbyville City Council. Nominations are submitted by the Library Board to the County Mayor for Board of Commission approval. The number appointed by each legislative body is to be determined according to the ration of population in the City of Shelbyville and in Bedford County outside the City of Shelbyville, based on the most recent federal census; provided, that each legislative body shall appoint at least one (1) member. Not more than one (1) official each of the county or the city governing bodies shall serve on this board. The members shall serve without salary. Members shall serve three-year terms (TCA 10-3-103).
6. Ethics Committee – established by County Commission Resolution, April 10, 2007. A County Ethics Committee consisting of five members shall be appointed to one-year terms by the County Mayor with confirmation by the county legislative body. At least three members of the committee shall be members of the county legislative body; one member shall be a constitutional county officer or, should no constitutional county officer be willing to accept appointment, an additional member of the county legislative body; and the remaining member may be either a member of a board, committee, commission, authority, corporation, or other instrumentality governed by this policy, or an additional member of the county legislative body.
7. Bedford County Board of Zoning Appeals – The Bedford County Board of Zoning Appeals as authorized in TCA 13-7-106 shall consist of five (5) members elected to five (5) year terms, as set forth in the Zoning Resolution of Bedford County section 8.070. One (1) member shall be a County Commissioner, one (1) member shall be a member of the Bedford County Planning Commission, and one (1) member is a farmer.
8. Interlocal Solid Waste Authority – Bedford County has one (1) seat on the ISWA Board. The Bedford County Highway Superintendent fills that seat.
9. Bedford County Agriculture and Education Center Board of Directors – nine (9) members, one (1) from each Commission District to serve three (3) year terms.
10. Bedford County Emergency Communications 911 District Board of Directors – The Bedford County Emergency Communications 911 District shall have a Board of Directors as required by TCA 7-86-105, to include nine (9) members, one (1) from each Commission District to serve four (4) year terms.

11. Adult Oriented Establishment Board (Adult Entertainment Board) – 5 members to serve four (4) year terms. Established by County Commission Resolution, April 13, 1999.
12. Building Code of Appeals Board –Five-member board appointed in accordance with the International Building Code.
13. Internal Audit Committee – Established by County Commission resolution, dated October 9, 2007. Committee consists of 5 members to serve for a 4-year term, with a two-year consecutive term limit.
14. Senior Citizen Board – one (1) representative for a two-year term.
15. Child Development Center – one (1) representative (County Commissioner) for a three-year term or as long as their status as a commissioner is active.

All County Boards and Internal Committees shall follow all rules for County Commission and Standing Committees, as applicable.

SEC C COMPENSATION: Compensation for the above-listed Boards shall be continued at the rate in effect as of September 5, 1986, provided it is not in violation of a Federal, State or County statute, law or regulation. This compensation may be adjusted from time to time by the Board of Commissioners, so long as said adjustment is not in violation of any Federal, State or County statute, law or regulation.

RULE IX

MISCELLANEOUS

SEC A RULES FOR RADIO AND TELEVISION BROADCASTING: All licensed commercial radio and television stations in the County shall be eligible to broadcast meetings of the Board of Commissioners subject to compliance with the following rules.

1. Authority to broadcast or televise shall be obtained by applying in writing to the Board of Commissioners. No exclusive authority to broadcast shall be granted to any station or stations.
2. Neither personnel nor equipment shall interfere with the orderly procedure of the Board of Commissioners meetings.
3. The nature of all commercial sponsorship shall be in keeping with the high degree of dignity of the Board of Commissioners.
4. All broadcasts shall be at no cost to the County.

SEC B THE PRESS: Newspaper reporters and other news media are encouraged to attend. However, neither personnel nor equipment shall interfere with the orderly procedure of the Board of Commissioners meetings.

SEC C CONFLICT OF THESE BYLAW RULES WITH LAW: In case any of these bylaw rules conflict with State or Federal law, that part in conflict shall be null and void.

SEC D NAMING BRIDGES, ROAD DEDICATION AND COUNTY BUILDINGS

1. The Highway Superintendent submits a list of all county roads for approval by the Board of Commissioners. The Highway Superintendent is responsible for the naming of county roads, and bridges in conjunction with the Director of 911 and the Zoning Director.
2. Bridges, road dedication, and county buildings (except those of the Board of Education) follow the guidelines established by the Rules and Legislative Committee as approved by the County Commission.

AS RECOMMENDED AND APPROVED BY THE RULES AND LEGISLATIVE COMMITTEE AT ITS DECEMBER 10, 2024 MEETING.



Chairperson of the Commission

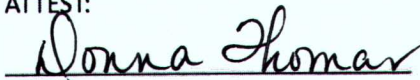
These Rules were originally adopted on December 20, 2016, and are hereby revised on the 10th day of December, 2024.

Adopted this 10th day of December, 2024:



County Mayor

ATTEST:



County Clerk