

# Rules of Procedure

## **Rule I**

The Anderson County Board of Commissioners (Commission) shall normally meet monthly at 6:30 p.m. on the third Monday of all months unless a majority of commissioners approve an alternate date. Should the third Monday fall on a legal holiday, Commission shall meet on the following day or on a date agreed to by the majority.

The Chairman and the Vice Chairman of County Commission shall be elected at the first meeting held after August 31<sup>st</sup> each year. The Chairman and Vice Chairman shall serve until such election unless replaced during the year by a vote of 3/4 majority (12) of Commission.

## **Rule II**

The following shall be the order of business:

1. Call to Order -- In the absence of the Chairman and Vice Chairman, the County Clerk shall call the meeting to order for the purpose of roll call and the election of a Chairman Pro Tem.
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Approval of the Minutes
6. Appearance of Citizens -- The purpose of this portion of the Agenda is to provide citizens an opportunity to address their government for items or concerns on or not on the Agenda. Citizens are to state their name and address and limit remarks to less than three minutes. Commission will not address the issues brought before Commission nor take any action at this time other than refer the item to a committee or, by a vote of 2/3 majority (11) of Commission, to place it on the agenda under New Business.

If many individuals show an interest in commenting on a particular issue, County Commission may call a public hearing before taking action on that issue.

7. Approval and Correction of the Agenda -- Consent Agenda - The Commission Chairman may propose a consent agenda for routine or non controversial items. The consent items are voted by one motion with no debate. A commissioner may request an item to be moved from the consent agenda to the regular agenda.

The Commission Chairman shall prepare and distribute an agenda listing the items of business in their proper order by the Wednesday afternoon prior to the meeting. These shall include a listing of the committees, boards, and commissions scheduled to report with the names of those who will present the report; elections to be held; and resolutions/motions under unfinished business and new business filed with the Clerk of Commission by 12:00 noon on the Wednesday before the meeting. The agenda may be amended by a vote of 2/3 majority (11) of Commission.

Only for unpredictable emergencies should information or requests presented to Commission less than five days before the regular monthly Commission meeting, be considered. Any Commissioner wanting to bring a matter before Commission, that was not filed with the Clerk of Commission by 12:00 noon on the previous Wednesday, can rise to a Point of Personal Privilege and request that the matter be placed on the agenda. Commission shall, by a vote of 2/3 majority (11) of Commission, allow the item to be discussed and acted upon under new business.

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Agenda items must be submitted to the appropriate committee before being presented to County Commission for a vote. Items that have not been submitted to a committee can be included on the agenda as part of department or elected official reports or by Commissioners under new business for brief discussion to determine which committee it should be assigned to or to determine if it needs immediate attention. County Commission can either refer such items to the appropriate committee by a majority vote or with a 2/3's (11) vote can take it up for immediate discussion and vote if it is an emergency or action needing immediate attention.

8. Proclamations/Courtesy Resolutions/Presentations -- The Chairman, or the Vice Chairman in his absence, shall be empowered to issue honorary proclamations.

Requests for proclamations, courtesy resolutions and presentations to be on the agenda shall be made before the noon Wednesday deadline for agenda items. Presentations shall be allowed during the Public Hearing/Presentation session held immediately before the regular county commission meeting, unless the Chairman approves placing it on the agenda for the regular county commission meeting.

9. Approval of Notaries and Bonds
10. Public Hearing Report by Vice Chairman
11. Elections to Committees, Boards & Commissions / Nominating Committee Report

Every four years after the County Commissioners have been elected and take office, but prior to the regularly scheduled September meeting, the Chairman, if re-elected, or the Vice-Chairman, in his absence and if re-elected, or in his absence the County Clerk shall convene Commission to select a Nominating Committee and to conduct any other business deemed necessary. The Nominating Committee shall be composed of one member from each Commission district. Members will serve two years in each four-year term and will only serve longer with the consent of the other member from the same district. It shall be the duty of the Nominating Committee to recommend members for all Commission appointments to committees, boards, and commissions.

Voting -- After all nominations for a vacancy have ceased, each Commissioner shall vote for one candidate in each round of voting. The candidate with the lowest number of votes shall be dropped after each round of voting until a candidate is elected by a majority (9) of Commission.

12. Presentation of Reports  
Presentation of items needing action by County Commission – County Commission will not address these items nor take action on items that have not been to a Committee other than refer the item to a committee, or if it is shown that an item needs immediate attention County Commission can, by a vote of 2/3 majority (11) of Commission, place it on the agenda under New Business.

A. Elected Officials

B. Department Heads

C. Reports of Committees, Board & Commissions - The reports shall be presented orally or in writing by the Committee Chairman (or his designated representative). Minority reports may be presented by any member of that Committee before the Committee Chairman presents resolutions implementing the recommendations of his/her Committee. During this time, only motions relative to the items in the committee report may be offered.

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13. Unfinished Business – Unfinished business are matters carried over from a previous meeting. Unfinished business falls under three (3) categories:
  1. Any matters that were pending when an previous meeting adjourned.
  2. Any matters on a previous agenda that were not reached.
  3. Matters that were postponed from the present meeting.
14. New Business -- Resolutions not covered in committee reports but filed in writing with the Clerk of Commission no later than Wednesday noon before the Commission meeting shall be listed under New Business and shall be in order.

Resolutions that were not filed with the Clerk of Commission by 12:00 on the previous Wednesday may be presented at this time and acted upon by a vote of 2/3 majority (11) of Commission.
15. Announcements
16. Adjourn

## ***Rule III***

No member of Commission shall speak more than once nor more than three minutes on the same motion -- except the Chairman of the Committee or the maker of a motion, who shall have the right to answer questions. However, the Chair of Commission may extend the length of time and the number of times a member may speak on a given motion unless an objection is raised by a member. If an object is raised, the Chair of Commission must have majority vote to extend such time to the member. Asking a question regarding the motion does not count as a Commissioner's time to speak on the motion. If a Commissioner wants to end debate and bring the motion on the floor to an immediate vote, they may "call for the question" directly to the Chair of Commission. The "call for question" requires a second member and two-thirds majority for passage. If the "call for question" passed, debate on the pending motion ceases immediately and the Chair of Commission shall bring it to a vote. If the "call for question" fails, debate may continue.

## ***Rule IV***

Citizens and public officials will be allowed to address County Commission, subject to the conditions in Rule V, on items on the agenda as the item is brought forth during the meeting. Citizens and public officials may speak once on each item and will have up to three minutes to speak. Groups will be encouraged to select a spokesperson to present a comment for the group. Citizens and public officials are encouraged to provide more detailed comments on issues during County Commission committee meetings and in written comments and calls to County Commissioners.

Any document or literature to be distributed to the body shall be reviewed by the Chair and may be disseminated at a point that's deemed appropriate.

## ***Rule V***

Comments by County Commissioners, public officials, and citizens must be professional and respectful and must refrain from outbursts, profanity, questioning motives, and personal attacks. The chair can limit comments to those relevant to the item to be voted on and can stop inappropriate, disruptive, or overly repetitive speakers.

## ***Rule VI***

All motions required to be recorded as a roll call vote will utilize electronic voting. For any other motion, the Chair or any Commissioner may call for an electronic vote. Electronic votes will be taken and displayed by the County Clerk. Commissioners will vote yes, no or abstain. Commissioners not voting in a reasonable amount of time will be counted as abstaining. Votes shall not be changed once the results have been publicly displayed.

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- Rule VII** If the electronic voting equipment is not available or is not functioning, as determined by the County Clerk, the County Clerk will take a roll call vote if requested by the Chair or any Commissioner.
- Rule VIII** A roll call vote shall be required on all appropriations.
- Rule IX** Requests for appropriations shall not be voted on by Commission unless: (1) it is in writing; (2) the Budget Committee has had an opportunity to consider the request by virtue of the request having been timely submitted prior to the Budget Committee meeting; and (3) notice of the request has been provided to the Clerk of Commission by noon of the Wednesday before the Commission meeting. The Budget Director shall be responsible for distributing the request and scheduling it for consideration by the Budget Committee. However, appropriation requests not submitted to the Budget Committee or which have not been provided to the Clerk of Commission by noon of the Wednesday before the Commission meeting may be voted on if submitted to the commission in writing but shall require a vote of 3/4 majority (12) of Commission for approval. An appropriation shall be considered to have been before the Budget Committee if it was available for consideration at the most recent Budget Committee meeting or if action is still pending on the appropriation from a previous Budget Committee meeting.
- Requests for approval of multi-year contracts shall not be voted on by Commission unless: (1) it is in writing; (2) the Purchasing Committee has had an opportunity to consider the request by virtue of the request having been timely submitted prior to the Purchasing Committee meeting; and (3) notice of the request has been provided to the Clerk of Commission by noon of the Wednesday before the Commission meeting. The Purchasing Agent shall be responsible for distributing the request and scheduling it for consideration by the Purchasing Committee. However, multi-year contract requests not submitted to the Purchasing Committee or which have not been provided to the Clerk of Commission by noon of the Wednesday before the Commission meeting may be voted on if submitted to the commission in writing but shall require a vote of 3/4 majority (12) of Commission for approval. Multi-year contracts shall be considered to have been before the Purchasing Committee if it was available for consideration at the most recent Purchasing Committee meeting or if action is still pending on the multi-year contracts from a previous Purchasing Committee meeting.
- Rule X** The reports of all boards and commissions for the preceding quarter shall be provided to the Clerk of Commission by noon of the Wednesday before the Commission quarterly meetings.
- Rule XI** Committees shall meet to choose a Chairman and Vice-Chairman among their members, unless a Chairman and Vice-Chairman is named by Commission. The Committee Chairman shall select the time for the Committee to meet. A committee meeting may be called by a majority of the committee members if the Chairman is absent or declines to meet. The term of committee appointments shall be for one (1) year unless otherwise specified by law or resolution. Any citizen serving on a committee, board or commission appointed by the County Commission must be a resident of Anderson County.
- Rule XII** No Commission Committee shall be composed of a majority (9 or more) of commissioners.
- Rule XIII** The Operations Committee shall be composed of one member from each Commission district. Members will serve two years in each four-year term and will only serve longer with the consent of the other member from the same district. Simultaneous service on the

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Operations Committee and Budget Committee is not allowed. If a Commissioner serves on Operations Committee and his or her counterpart serves on Budget Committee, full Commission may suspend Rule XI by a majority vote allowing simultaneous service if one of the two commissioners from a district fails to meet the attendance requirement.

- Rule XIV** A quorum for all committees appointed by Commission shall be five(5) or a majority, whichever is less.
- Rule XV** Any committee member who is absent for three successive meetings may be subject to removal from committee. The member will receive at least five business days' notice of the meeting at which the motion for dismissal is presented. The motion must be approved by majority vote of the committee membership and may be considered further by full commission upon written appeal filed within five days after the vote. Any member may resign from a committee and the seat will be filled at the next commission meeting.
- Rule XVI** The Clerk of Commission (Chief Deputy) shall be responsible for:
- A. Notifying all Commission committee members and the press of committee meetings.
  - B. Preparation and distribution of minutes of Commission committee meetings.
  - C. Duties as defined by the current job description as approved by County Commission.
- Rule XVII** Signs, posters, and placards may be carried outside the Commission or Committee meeting room, but shall not be allowed within.
- Rule XVIII** If any person becomes disorderly or refuses to be in order, the Chairman shall call upon the Sheriff, Deputy Sheriff, or officer for assistance. If such person refuses to come to order or to be seated, the Chairman shall declare such person disorderly and order his or her detention until such time as the Chairman deems that said person is willing to be orderly. Any Committee Chairman may invoke the same authority.
- Rule XIX** All matters not covered in these rules or state law, shall be governed by the latest edition of Roberts Rules of Order. The Chairman, with Commission approval, shall appoint a parliamentarian. The parliamentarian shall either be a member of the Commission or the County Attorney. If the parliamentarian is a Commissioner, the parliamentarian shall be allowed the same rights to debate and vote on motions as any Commissioner.
- Rule XX** The foregoing Rules of Procedure may be amended or repealed by a vote of 2/3 majority (11) of Commission. Rules shall become effective at the next meeting after approval. A rule may be temporarily suspended by a vote of 3/4 majority (12) of Commission.
- Rule XXI** Any Commissioner who abstains for cause, as defined in T.C.A. §12-4-101, or otherwise determined by state law, on any motion coming to a vote before Commission shall not be counted in determining the number of votes needed for a majority, 2/3 majority or 3/4 majority.
- Rule XXII** All proposed Private Acts forwarded to the Tennessee General Assembly for passage must be previously approved by the County Commission by a two-thirds (2/3) majority (11) vote prior to being sent to the General Assembly, the County Commission must subsequently approve the Private Act again at a regular or special called meeting, after approved by the General Assembly, by a two-thirds (2/3) majority vote prior to the Private Act becoming law.
- Rule XXIII** Motions to rescind something adopted at a previous meeting require a 2/3 majority (11) vote by Commission for approval, unless prior notice has been provided by having it in a

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committee report or placing it on the agenda by noon of the Wednesday before the meeting that it will be voted on, in which case a majority of commission can approve.

**Rule XXIV** In the event any of the foregoing rules are determined to be in conflict with statutory provisions, then only that part in conflict shall be null and void. The remainder shall remain in full force and effect.

**Rule XXV** Committee reports shall only include action items that were passed by majority vote. Motions that failed or died in Committee may be added to the agenda by a vote of two-thirds majority of commission. If a member moves to approve the added item that failed or died at the Committee level, passage shall require a two-thirds majority vote by commission.

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Adopted 11-18-02

Amended 4-21-03; 11-19-07; 3-16-15 2-22-24  
11-17-03; 1-20-09; 12-17-15 6-16-25  
8-16-04; 3-16-09; 3-21-16  
9-20-04; 2-16-10; 3-17-20  
1-17-06; 9-16-13; 4-06-23