

**BYLAWS OF THE  
CUMBERLAND COUNTY REGIONAL PLANNING COMMISSION  
OF CUMBERLAND COUNTY, TENNESSEE**

**ARTICLE 1  
THE COMMISSION**

**Section 1. Name of the Commission.** The name of the planning commission shall be “Cumberland County Regional Planning Commission of Cumberland County, Tennessee” as established and provided for by Section 13-3-301 of **Tennessee Code Annotated**.

**Section 2. Office of the Commission.** The office of the Planning Commission shall be in the Cumberland County Executive’s Office at the Cumberland County Courthouse, or such other duly authorized place where the official records of the Planning Commission shall be maintained and/or where it shall meet.

**Section 3. Membership.** The membership of the Planning Commission shall total nine (9) members and shall be nominated by the County Executive and approved by the County Legislative Body as provided in Section 13-3-301 of **Tennessee Code Annotated**.

The terms of appointed members shall be four (4) years except that the terms of three (3) of the members first appointed to the Planning Commission shall be one (1), two (2), and three (3) years respectively.

The terms of any member designated to the Planning Commission from the County Legislative Body shall be coterminous with the member’s term as a member of such body.

Any member of the Planning Commission may be removed by the County Executive for just cause. This cause may be specified in writing and served on the member with fifteen (15) days’ notice.

**Section 4. Vacancies.** Any vacancy in the appointed membership of the Planning Commission shall be filled by the County Executive and approved by the County Legislative Body for the unexpired term of such vacancy. If a vacancy is filled by a member of the County Legislative Body, then the term of the member shall be coterminous with such a member’s term on the body.

**ARTICLE II  
OFFICERS**

**Section 1. Officers.** The officers of the Planning Commission shall be a Chairperson, Vice-Chairperson, and Secretary.

**Section 2. Elections.** The Chairperson, Vice-Chairman and Secretary shall be elected at the October meeting of each year of the Planning Commission. The Chairman of the Commission shall be elected from the appointed members as provided by **Section 13-4-102 of Tennessee Code Annotated.** All officers of the Planning Commission shall serve for a term of one (1) year and shall be eligible for re-election.

**Section 3. Duties of Officers.** The duties and powers of the officers of the Planning Commission shall be as follows:

- A. Chairperson:
  - 1. Preside at all meetings of the Planning Commission.
  - 2. Call special meetings of the Planning Commission in accordance with these Bylaws.
  - 3. Sign documents of the Planning Commission.
  - 4. See that all actions of the Planning Commission are properly taken.
  - 5. The Chairperson shall exercise his voice and vote as a member of the Planning Commission
  
- B. Vice-Chairman:
  - 1. During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
  
- C. Secretary
  - 1. Sign final subdivision plats. A designee must be chosen by the planning commission which will have the authority to sign final subdivision plats in the event that the secretary is unavailable.
  - 2. Prepare and distribute the agenda and meeting minutes.
  - 3. Keep records of financial guarantees on behalf of the Planning Commission for completion of new infrastructure (Agreements, Escrow Account, Irrevocable Letter of Credit.)
  - 4. Sign the Minutes and Official Documents of the Planning Commission.
  - 5. Serve as Chairperson of the Commission in the absence of the Chairperson and Vice-Chairperson.

**Section 4. Vacancies.** Should offices of the Planning Commission become vacant, the members of the Planning Commission shall elect successors to these positions. The newly elected officer shall serve for the unexpired term of such office.

### **ARTICLE III EMPLOYEES**

**Section 1. Employees and Staff.** The Planning Commission may make recommendations for such employees and staff as it may deem necessary for its work. It may also ask the County Legislative Body to contract with staff planners and other consultants for such services as it may require.

**Section 2. Expenditures.** The expenditures of the Planning Commission shall be within the amount appropriate for the purpose by the County Legislative Body.

### **ARTICLE IV MEETINGS**

**Section 1. Regular Meetings.** The Planning Commission shall hold its regular meeting on the third Thursday of each month at 5:00 P. M. The meeting shall be held in the small courtroom of the Cumberland County Courthouse or such place as designated by the Chairperson.

**Section 2. Cancellation of Meetings.** After consultation with the County Executive and Staff Planner, the Chairperson may cancel a meeting due to a lack of business or other important reasons.

**Section 3. Special Meetings.** The Chairperson of the Planning Commission may call a special meeting for the purpose of transacting specific or necessary business. In addition, if two (2) members request a special meeting, the Chairperson must call one. A notice of two (2) days for the meeting shall be given to members of the Planning Commission, as well as notice in the local newspaper and/or on local radio stations, the county's website and social media.

**Section 4. Agenda.** The agenda for the Planning Commission meetings will be prepared by the Secretary in coordination with the Chairperson, and personnel of the County Executive's Office. The Staff Planner, at the request of the Secretary, may assist with the creation and distribution of the agenda. The Staff Planner, County Executive or any Planning Commission member can propose or introduce an item for the agenda. The deadline for submission of items to the agenda shall be at noon, seven (7) days prior to the meeting. The Planning Commission may agree to consider late agenda items of importance or urgency.

**Section 5. Quorum.** A quorum for the purpose of conducting business by the Planning Commission shall consist of a constitutional majority of five (5) members of the entire nine (9) member body.

**Section 6. Voting.** All members of the Planning Commission in attendance, including the Chairperson, shall vote on all business matters brought before the body, except for cases involving conflicts of interest. Roll call votes shall be used, unless there is no obvious controversy or dissent. In that case, voice vote or show of hands shall suffice. The ayes and nays shall be entered into the minutes, except where the vote is unanimous, the record of such vote shall be sufficient. No proxy or absentee votes will be considered on any business matters brought before the Planning Commission.

**Section 7. Conflict of Interest.** Should any member consider his personal interests to be involved in any matter brought before the Planning Commission for a vote, he or she should excuse himself or herself from voting on that particular item. The vote should be recorded as an abstention and noted in the minutes.

**Section 9. Order of Business.** At any regular meeting of the Planning Commission, the following shall be the regular order of business:

1. Call to Order
2. Minutes
3. Business as properly presented
4. Other Business as necessary
5. Adjournment

## **ARTICLE V RULES OF ORDER**

**Section 1. Rules of Order.** *Roberts Rules of Order* shall apply when a parliamentary matter arises that is not covered by the Bylaws of the Planning Commission.

## **ARTICLE VI AMENDMENTS**

**Section 1. Amendments.** The Bylaws of the Planning Commission may be amended by a favorable vote constituting a quorum of the entire membership of the Planning Commission.

John Wedgworth  
Chairperson

1-28-2025  
Date

Aide Clark  
Secretary

1-28-2025  
Date

1. Adopted May 20, 2021
2. Revised January 16, 2025