

**BI-LAWS
OF THE
CAMDEN MUNICIPAL-REGIONAL PLANNING COMMISSION**

Article 1

AUTHORITY

These by-laws are adopted under the authority of the Tennessee Code Annotated and amendments thereto as set forth in Section 13-4-102 “the commission shall adopt rules for the transactions, findings and determinations, which record shall be a public record. “and Section 13-3-102 for Municipal commissions Designated Regional Planning Commissions.

OBJECTIVES

The objectives and purposes of the Camden Municipal-Regional Planning Commission shall be as set forth in Section 13-3-102 through 13-3-411, 13-3-101 through 13-7-410 of the Tennessee Code Annotated and amendments and supplements thereto, and those powers and duties delegated to the Municipal-regional Planning Commission by the chief legislative body in accordance with the above mentioned enabling law.

Article II

MEMBERSHIP

Section 1. The Camden Municipal-Regional Planning commission shall have nine (9) Members which shall consist of the following:

The Mayor or his designee, and one member of the City Council and seven(7) members appointed by the Mayor of the City of Camden.

Section 2. The terms of one (1) member appointed by the Mayor shall be three (3) years; the terms of three (3) members of the members appointed by the mayor shall be two (2) years; the terms of three (3) members of the members appointed by the mayor shall be one (1) year. Two (2) of the members with one (1) year terms shall reside within the regional area outside the municipal boundaries in accordance with Tennessee Code Annotated 13-3-102 as amended by Public Chapter No. 253, Public Acts 2007 and as referenced I 14-102 and 14-103 of the Municipal Code. The terms of the Mayor and the member elected by the City Council shall run concurrently with their terms of office.

Any vacancy shall be filled for the unexpired term of the membership through the appointment by the Mayor who shall also have the authority to remove any appointed member at the Mayor's with and pleasure.

- Section 3. Any Planning Commission member with unexcused absences from three (3) consecutive regular meetings of the Commission will be deemed to have resigned their position on the commission upon the effective date of the third meeting.

Article III

OFFICERS AND THEIR DUTIES

- Section 1. The officers of the Municipal-Regional Planning Commission shall consist of a Chairman, Vice Chairman and Secretary.
- Section 2. The Chairman shall preside at all meetings and hearings of the Municipal-Regional Planning Commission. He or she shall have the privilege of discussing all matters before the Municipal-Regional Planning Commission and to vote thereon.
- Section 3. The Chairman shall be one of the appointive members of the Municipal-Regional Planning Commission. He or she shall have the privilege of discussing all matters before the Municipal-Regional Planning Commission and to vote thereon.
- Section 4. The Vice Chairman shall be one of the appointive members of the Municipal-Regional Planning commission and shall act for the Chairman in his or here absence.
- Section 5. The Secretary shall be one of the appointive members of the Municipal-Regional Planning Commission and shall act in the absence of the Chairman or Vice-Chairman.
- Section 6. The Secretary shall be responsible for the minutes and records of the Municipal-Regional Planning Commission; certify Planning Commission approval of subdivision plat and other documents acted upon by the Planning Commission; and such other duties as are normally carried out by a Secretary.

ARTICLE IV

ELECTION OF OFFICERS

- Section 1. Nomination of officers shall be made from the floor and officers shall be elected at the annual organization meeting which shall be held during the first meeting of each year in January during which time the Mayor and his or her designate shall act as chairman protem.
- Section 2. The nominee for each office receiving a majority vote of the entire membership of the Municipal-Regional Planning Commission shall be declared elected and shall be filled immediately following the election.
- Section 3. The term of office for each officer of the Commission shall be one (1) year, or until the election and qualification of his or her successor.
- Section 4. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

ARTICLE V

STAFF PERSONNEL

- Section 1 The Planning commission may appoint or employ such staff as the Commission deems necessary in accordance with Section 13-3-103 and Section 13-4-102 of the Tennessee Code Annotated and may contract with public agencies, planners, engineers or other consultants for such services as it may require.
- Section 2 The appointed professional staff shall take action and make recommendations in the name of the Planning Commission in accordance with such plans, policies and procedures as are approved or established by the Commission from time to time.

ARTICLE VI

COMMITTEES

- Section 1. Special committees may be appointed by the Chairman for those purposes and terms as designated by the Planning Commission.
- Section 2. The Chairman shall be ex-officio member of any committee and shall have the right to cast a vote as a member of such committee.

ARTICLE VII

MEETINGS

- Section 1. All meeting of the Camden Municipal-Regional Planning Commission shall be held on the fourth Thursday of each month at 3:00 p.m. at the Camden City Hall or such other place and time as shall be designated in advance by the chairman.
- Section 2. A majority of the entire membership of the Municipal-Regional Planning Commission shall constitute a quorum in the event, of any vacancy on the Commission, a majority of the members still acting shall constitute a quorum. A quorum shall be present before any business is transacted.
- Section 3. All plans, reports and recommendations of the Municipal-Regional Planning Commission must be approved by a majority of all members present. The minutes of meetings shall be maintained in Camden City Hall.
- Section 4. A record of the vote of each member on each major question shall be kept as a part of the minutes.
- Section 5. Special meetings of the Municipal-Regional Planning Commission may be called: (1) by the Chairman upon written notice, (2) by the Vice-Chairman, if the chairman is not action or (3) by any three (3) members of the Commission by giving at least seven (7) days notice thereof.
- Section 6. Notice of the Special Called meetings of the Planning Commission shall be established with ample notice prior to meeting setting forth the time and place of meeting. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission.

- Section 7. Except as set forth herein, Roberts Rules of Order shall prevail as to any matters of procedures.
- Section 8. All meetings at which official action is taken shall be open to the general public.
- Section 9. At all meetings, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member shall have personal interest in the business before the Commission, this Commissioner shall disclose the interest and be disqualified from voting upon the business.
- Section 10. An affirmative vote of majority of the members attending the meeting shall be necessary for approval of any proposed subdivision or zoning matter and in the event that a majority of those present at the meeting shall not vote affirmatively on the matter, the matter shall be recommended as not approved.

ARTICLE VIII

ORDER OF BUSINESS

The order of business at regular meetings shall be:

- (a) Roll call (either visual or verbal)
- (b) Approval of minutes of previous meetings
- (c) Hearing of persons having business with the Commission
- (d) Reports of officers and committees
- (e) Old Business
- (f) Other new business not considered in (c) above
- (g) Adjournment

ARTICLE IX

PROCEDURE

- Section 1. All matters to be presented to the Commission shall be filed in final form not later than seven (7) days preceding the regular meeting to which a recommendation is sought.

- Section 2. The agenda may be amended or added to only by unanimous consent of the members present at the meeting and only upon motion presented at the meeting to add a matter to the agenda.
- Section 3. If the petitioner or applicant or his/her representative is not present when the Planning commission is to consider their petition or application consideration will be deferred until the next regular or advertised Planning Commission meeting. Deferral of consideration may be continued until the petitioner or applicant or his/her application is present to explain his/her petition or application to the Commission to answer any questions the Commission may have concerning his proposal. The Commission shall have the right to set time limits on presentations or discussion brought before the body.
- Section 4. All votes shall be by voice vote and shall be recorded by the secretary and kept in the official minutes of the meeting.
- Section 5. The minutes of the meeting shall be the official acts of the Commission and any changes there from in any correspondence shall not be valid.
- Section 6. the Secretary shall be the person responsible for the correctness of all minutes, although the actual taking of the minutes may be delegated to other persons.

ARTICLE X

PUBLIC HEARINGS

- Section 1. In addition to those required by law, the Commission may, at its discretion, hold public hearings when the commission deems hearings will be in the best interest.
- Section 2. Notice of such hearings shall be published in a newspaper of general circulation with the Camden Planning Region at least seven (7) days prior to the date of the public hearing.
- Section 3. During a public hearing, the case before the Commission shall be presented in summary by a member of the staff or by a Commission member designated by the Chairman. Interested parties shall then have the privilege of the floor or by submitting in writing.

ARTICLE XI

FILING

- Section 1. All matters to be presented to the Commission shall be filed at the Camden City Hall with the number of copies provided as required by the appropriate ordinance or regulations.
- Section 2. All matters shall be submitted to the special planning assistance staff as required.

ARTICLE XII

REPORTING TO THE CITY COUNCIL

- Section 1. After the Commission shall have acted upon any matter, the action of the Commission shall be certified by the Secretary and delivered for action to the City Council as required.
- Section 2. With regard to routine matters, the Council member of the Planning Commission shall represent the decision of the Planning Commission unless the Council member has difference of opinion or conflict of interest and does not wish to represent the decision of the Planning Commission. Upon the written request of the Mayor, City Council, or Council member of the Planning Commission, the Chairman of the Municipal-Regional Planning Commission shall present the City Council the reasons for the action by the Municipal-Regional Planning Commission, either personally, by written report, or by designated person in his or her stead.

ARTICLE XIII

CONFLICT OF INTEREST

- Section 1. Any member shall disclose a conflict of interest prior to any discussion or voting on any matter on the meeting agenda in which the member has a direct or indirect personal interest.
- Section 2. The burden of revealing any such conflict rest with the individual members of the Planning Commission.

Section 3. Failure to disclose such conflict of interest shall nullify such action and require a reconsideration and vote upon such conflict becoming known.

ARTICLE XIV

ADOPTION AND AMENDMENT

Section 1. These by-laws herein shall be in full force and effective at the first meeting and all subsequent meetings following the adoption of this document by a majority vote of the entire membership of this Planning Commission.

Signed chairman of Camden Municipal-Regional Planning Commission 9-27-2007