

**BYLAWS OF THE
CITY OF LEBANON, TENNESSEE
MUNICIPAL-REGIONAL PLANNING COMMISSION**

ARTICLE 1 – Authority and Purpose

Section 1 - These by-laws are adopted pursuant to authority granted by the Tennessee Code Annotated, Title 13, Chapter 4 and Section 13-3-102 whereas the Lebanon Planning Commission shall serve both as a municipal commission but also be designated as a regional commission.

Section 2 - The objectives and purposes of the City of Lebanon Municipal-Regional Planning Commission shall be as set forth in Title 13, Chapter 4 of the Tennessee Code Annotated, and amendments and supplements thereto, and those powers and duties delegated to the Planning Commission by the City Council in accordance with the above-mentioned enabling law.

Section 3 - The name of the Planning Commission shall be the Lebanon Municipal-Regional Planning Commission, hereinafter referred to as the Planning Commission.

Section 4 - The principal office of the Planning Commission shall be at City Hall, Lebanon, Tennessee 37087.

ARTICLE 2 – Officers and their Duties

Section 1 - The officers of the Planning Commission shall be Chairman, Vice-Chairman, and Secretary.

Section 2 - The Chairman and the Vice-Chairman shall be elected at the regular meeting held in January of each year from among the appointed members and shall serve for a term of one year, with eligibility for re-election. The Chairman and Vice-Chairman shall hold office until successors are elected.

Section 3 - The Chairman shall preside at the meetings of the Planning Commission, may vote on matters coming before the commission and should refrain from making motions.

Section 4 - The Vice-Chairman shall serve in the absence of the Chairman.

Section 5 - The Planning Director shall serve as the Secretary. The secretary shall keep the records of the Planning Commission, sign all official documents for the commission, provide notice of meetings and ensure proper legal notice of hearings, and attend to correspondence of the Commission. Prior to recording final subdivision plats in the Register's Office of Wilson County, the Secretary, or, in his absence, the City Engineer or Commissioner of Public Works, shall sign the final subdivision plats submitted to the Planning Commission that have been granted final approval.

Section 6 - Should the Chairman not be in attendance, the Vice-Chairman shall serve as Chairman. Should both the Chairman and the Vice-Chairman be absent, the Planning Commission shall, on the motion of the Secretary, or any of its members, accept nominations, and shall hold an election to appoint a temporary Chairman to conduct the meeting during the absence of the Chairman and the Vice-Chairman.

Section 7 - Should the Chairman resign or be unable to continue as Chairman, then the Vice-Chairman shall serve for the remainder of the term.

ARTICLE 3 - Members

Section 1 - The Planning Commission shall consist of ten members, including the Chairman and Vice-Chairman. The Secretary shall serve as an ex-officio member and shall not be included as one of the ten members. One of the members shall be the mayor, or a person designated by the mayor. One of the members shall be a member of the City Council, who shall be selected by that body. The mayor shall appoint all other members.

Section 2 - The terms of the appointed members shall be for five years. Members may be reappointed to serve more than one term.

Section 3 - The mayor shall fill vacancies in the terms of appointed members.

Section 4 - The mayor shall have the power to remove appointed members at his or her pleasure.

ARTICLE 4 - Staff

Section 1 - The Planning Director shall serve as staff support for the Planning Commission. The Commissioner of Public Works shall be responsible for hiring and firing the Planning Director. Expenses related to employment of a Planning Director shall be as determined and budgeted by City Council.

Section 2 – Additional professional staff shall be provided for the Planning Commission as determined and budgeted by City Council.

Section 3 - The Planning Commission may use the services of the City Attorney and other city employees as it shall deem necessary to carry-out its responsibilities.

ARTICLE 5 – Meetings

Section 1 - Regular meetings of the Planning Commission shall be held on the fourth Tuesday of each month at 5:00 P.M. at City Hall, or at such other place as the Planning Commission may designate in advance.

Section 2 - The Chairman, when deemed necessary, or upon the request of any Planning Commission member, shall call and designate the time and place of a special meeting. The Secretary shall notify all members of the commission in advance of such special meeting. The

notice of a special meeting shall specify its purpose and no other business may be considered at the special meeting.

Section 3 - All regular and special meetings shall be open to the general public.

Section 4 - Notice of regular meetings shall be published prior to each meeting in at least one newspaper of general circulation within the planning region. As part of the notice, an agenda of the items to be considered at the meeting shall also be published. If possible, notice of special meetings shall be published prior to each meeting in at least one newspaper of general circulation within the planning region. As part of the notice, an agenda of the item(s) to be considered at the meeting shall also be published.

Section 5 – Notice of regular and special meetings shall be published on the city’s website with an agenda of the items to be considered at the meeting.

Section 6 - Six members of the Planning Commission shall constitute a quorum for the purpose of conducting business.

Section 7 - A majority of the Planning Commission members present and constituting a quorum shall be necessary to decide items requiring action. At the discretion of the Chairman, the voting on questions shall be by roll call, and the ayes and nays shall be entered upon the minutes of the meeting, except that, when the vote of all of the Planning Commission members present is unanimous, recording the unanimous vote shall be sufficient.

ARTICLE 6 – Order of Business

The Order of Business at regular meetings shall be:

- (1) Call the meeting to order
- (2) Approve the minutes of prior meetings
- (3) Announcements
- (4) Public hearing (as applicable)
- (5) Consent Agenda (as determined by the Planning Commission at their preliminary meeting)
- (6) Old Business
- (7) New Business
- (8) Other Business
- (9) Adjournment

The order of presentation of Old and New Business shall be:

- (1) Presentation by staff of the item
- (2) Presentation by the applicant
- (3) Comments by interested citizens
- (4) Discussion by the Planning Commission members
- (5) Motion and second by the Planning Commission members
- (6) Discussion on the motion

(7) Vote of the planning commission members

ARTICLE 7 – Minutes

Section 1 - The Planning Commission shall speak only through its minutes, which shall be prepared by the Secretary, or their designee. Insofar as possible, the minutes shall be a verbatim record of the proceedings. The minutes shall contain the following information:

- (1) The kind of meeting, such as regular or special.
- (2) The meeting date and place.
- (3) The fact of the regular chairman and secretary being present, or, in their absence, the names of substitutes.
- (4) Whether the minutes of the previous meetings were read and approved.
- (5) The main motions and the name of the Planning Commission member making the motion, and whether the motion was seconded.
- (6) The action taken on the motion and the reasons for that action.
- (7) The names of the persons addressing the Planning Commission and a general statement as to whether they favored or opposed the proposition addressed and a summary of their statement.
- (8) The hours of the meeting and its adjournment.

Section 2 – A copy of the minutes shall be delivered to the Planning Commission members for review prior to the next regular meeting.

Section 3 – The minutes shall not be considered official, and therefore not distributed for public review, until they have been approved by the Planning Commission.

Section 4 – Upon approval of the minutes, they shall be signed by the Chairman.

ARTICLE 8 -Committees

Special committees may be appointed by the Chairman for purposes and terms, which the Planning Commission members approve.

ARTICLE 9 - Amendments

These bylaws may be amended by a two-thirds vote of the entire membership of the Planning Commission.

Adopted: May 26, 2009

Amended: _____
