

**WASHINGTON
COUNTY
BOARD OF COUNTY
COMMISSIONERS
RULES OF PROCEDURE**

**RULE 1
CONVENING OF THE BOARD**

The Board shall meet in regular session each month in Courtroom 7 at the George P. Jaynes Justice Center in Jonesborough, Tennessee, at 6:00 p.m. on dates set by Resolution passed by a majority of the membership of the Board in November of each year. Notification to the members of the regular meeting shall be by the Chair and/or County Clerk as prescribed by law. Should any emergency arise, the Board shall meet at 6:00 p.m. on the following day or as soon thereafter as possible. Special meetings of the Board shall be called as prescribed by law.

In addition to the monthly regular sessions, the Board shall convene a minimum of three times between January 1 and May 31 at meetings noticed to include discussion of and possible action on the upcoming fiscal year budget without limiting the agenda to solely budget items. The first meeting shall be held in January or February and set by resolution in November of the prior year. The second meeting shall be held in March or April and the third meeting shall be held in May, with both meetings set by budget calendar resolution at the first such meeting each year.

**RULE 2
QUORUM**

A quorum for the transaction of all business shall be a majority of the members of the Board. Vacancies shall not be counted for the purpose of determining a quorum.

**RULE 3
ORDER OF BUSINESS**

1. Call to order by Chair. In the absence of the Chair, the Chair Pro Tempore shall preside.
2. Prayer and Pledge to the Flag.
3. Roll Call.
4. Approval of Agenda.
5. Public Comments regarding Agenda items.
6. If required, public hearings. At the conclusion of public hearings, the Board of County Commissioners will reconvene in regular session.

Upon reconvening, the order of business shall continue as follows:

7. Resolutions related to public hearings.
8. Resolutions for special recognition, memorials, etc.
9. Reading and approval of minutes.
10. Elections, appointments, and confirmations.
11. Reports of Officials and Committees.
 - (a) Reports and Resolutions – county officials, standing and special committees. Receive the reports and resolutions of the committees.
12. Old Business.
13. Notaries.
14. New Business
15. Appendix
16. Miscellaneous announcements and statements.
17. Adjournment.

RULE 4 **GENERAL**

A. PUBLIC COMMENT: Citizens of Washington County, Tennessee may be allowed to address the Board. A public sign-in sheet for requesting an opportunity to address the Board shall be made available 30 minutes prior to each meeting. The sign-in sheet shall be organized by committee and shall require the individual's name, address and brief description of the subject of their comments. At the Chair's discretion, comments may be limited to items on that meeting's agenda. The public sign-in sheet will be given to the Chair at the commencement of the meeting. The Chair shall review the public sign-in sheet and open the floor for public comment at the time designated on the agenda. Each individual shall be given three (3) minutes to address the Board. The time allowed may be extended by the Chair. At any time, a member of the Board may object to a non-member's comments continuing. If there is an objection by any member, the Chair shall immediately take a vote to approve or disapprove the objection. If a majority of the members present vote to approve the objection, the non-member shall cease his or her comment and the Chair shall proceed to the next order of business. If a majority of the members present vote not to approve the objection, the non-member shall be allowed to continue his or her comment for the time approved by the Chair. In the event of an electronic meeting, as may be allowed from time to time by state law, citizens may sign up to address the Board with the Mayor's office or Communication Director up to two (2) hours prior to the meeting.

B. MEMBERS ADDRESSING THE BOARD: It is a member's right to address the Chair and the Board at any appropriate time after proper recognition by the Chair. When using electronic voting systems that have the capability to track members' requests to speak, the Chair shall follow the order of requests shown by the electronic system. When the electronic voting system is not in use, the member who shall first raise his or her hand shall be entitled to speak first; but when two or more members shall raise their hands and address the Chair at the same time, the Chair shall name the member who will speak first.

C. MEMBER REMARKS: When any member is about to speak in debate, discussion or deliver any address on any matter whatsoever to the Board, the member shall respectfully address the Chair and shall, after being recognized by the Chair, proceed with intended remarks, confining such remarks strictly to the question under debate and avoiding all personal, profane or defamatory remarks.

D. CONSENT TO YIELD: While speaking, a member is not to be interrupted, except for a question by another member. If the speaker declines to yield the floor for a question, then the member shall not be interrupted, but shall yield to questions at the end of the presentation.

E. POINTS OF ORDER: If any member, speaking or otherwise, transgresses the Rules of the Board, the Chair shall, or any member may, call to order, in which case the member so called to order shall immediately sit down.

When the point of order has been decided by the Chair, the member having the floor can proceed, subject to the decision made.

- F. *APPEAL ON RULING*: Any member of the Board may appeal to the Board from the ruling of the Chair on a point of order and a majority vote of the members present shall decide the appeal.

RULE 5 **RULES OF DECORUM**

- A. *RULES APPLICABLE TO BOARD MEMBERS*: Members of the Board shall observe order and decorum during Board meetings. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Board nor disturb any member while speaking nor refuse to obey the orders of the Chair. Board members shall inform the Chair before leaving their seats during a Board meeting.
- B. *RULES APPLICABLE TO OFFICIALS AND STAFF*: County officials and staff shall observe the same rules of order and decorum applicable to the Board.
- C. *DISORDERLY CONDUCT, DEFAMATORY AND THREATENING LANGUAGE PROHIBITED*:
No person shall engage in disorderly conduct such as handclapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations, which may disturb the peace and order of the Board meeting. Any person(s) making personal, defamatory or profane remarks or who willfully utters loud,

threatening, or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the Chair.

- D. *REPEATED DISTURBANCE; REMOVAL FROM MEETING*:
All persons shall, at the request of the Chair, be silent or cease any disorderly conduct. If, after receiving a warning from the Chair, a person persists in such conduct or disturbing the meeting, the Chair may order such person removed from the meeting by the Sergeant at Arms.

RULE 6 **MOTIONS**

- A. *GENERAL*: Motions shall be limited to matters of Board organization, approval of minutes and other matters where Resolutions are not required.
- B. *INTRODUCTION AND DEBATE*: Motions may only be made by members. No motion shall be debated until the same is seconded and stated by the Chair.
- C. *MOTIONS REDUCED TO WRITING*:
When a motion is made and seconded, the motion shall be reduced to writing by the Clerk, and may be read by the Chair prior to any debate or vote if requested by a member.
- D. *THE INTRODUCTION OF A MOTION*: A motion is normally brought before the commission by following these three steps:
1. A member *makes* the motion.

2. A member *seconds* the motion.
3. The Chair states the question on the motion.
When the chair has stated the question, the motion is *pending*, that is, “on the floor” and is open to debate.

E. *THE CONSIDERATION OF A MOTION*: Once a motion is on the floor, there are three basic steps by which the motion is considered:

1. Members *debate* the motion (unless no member claims the floor for that purpose).
2. The Chair *puts the question* (that is, put it to a vote).
3. The Chair *announces the result* of the vote.

F. *MAKING A MOTION*: To make a motion, a member must obtain the floor when no other question is pending and when business of the kind represented by the motion is in order. The member then makes a motion in simple cases by saying, “I move that . . . [announcing the proposal to become the Board’s action].” To eliminate confusion related to motions, the Chair shall have the right to require any motion or amendment to be put in writing before the Chair states the question.

G. *INTRODUCTION OF RESOLUTIONS*: For more complex questions, or when greater formality is desired, a motion should be presented in the form of a resolution. A resolution shall be prepared in advance of the meeting and shall be put into writing before it is

offered. For resolutions introduced by committees, the reporting member of the committee may introduce the resolution by saying, “I move the adoption of the resolution relating to . . .” The chair then says, “The resolution offered by the Committee is as follows: . . .”

H. *MOTIONS THAT MUST BE DIVIDED ON DEMAND*: Sometimes a series of independent resolutions or main motions is offered in one motion. In such a case, one or more of the several resolutions must receive separate consideration and vote at the request of a single commissioner. Such a demand can be made even when another has the floor, as in, “Mr. Chairman, I call for a separate vote on Resolution No. 3.” This demand must be asserted before the question on adopting the series has actually been put to vote.

I. *DEBATE*: The member making a motion shall have the right to speak first in debate. No member shall speak more than once to a pending motion or resolution until all other members have had the opportunity to speak to the issue.

J. *REQUIRING ROLL CALL*: Motions shall be put to the Board for a voice vote by the Chair, unless the law or the Board’s rules requires a roll call. However, the Chair or any member of the Board may require a roll call by raising of hand or indicating otherwise.

RULE 7 **FREQUENTLY USED** **MOTIONS**

- A. *MOTION TO POSTPONE TO A CERTAIN TIME*: The motion to *Postpone to a Certain Time* is a motion by which action on a pending question is put off, within limits, to a definite day or meeting. The question cannot be postponed beyond the next regular meeting of the Board. An affirmative vote on the motion to *Postpone to a Certain Time* can be reconsidered. The motion is debatable and a majority vote of the members present is required for adoption.
- B. *MOTION TO COMMIT OR REFER*: The motion to *Commit* or *Refer* is generally used to send a pending question to a committee so that the question may be carefully investigated and put into better condition for the Board to consider. The motion is debatable and a majority vote of the members present is required for adoption.
- C. *MOTION FOR THE PREVIOUS QUESTION*: The motion for the *Previous Question* is used to immediately close debate and bring the Board to an immediate vote on a pending question, such as a Resolution or a debatable motion. Upon a motion for the *Previous Question*, if there is no objection from any member present, the pending question shall be voted upon immediately. If any member objects to the close of debate, the motion for the *Previous Question* shall be voted upon and requires a two-thirds vote of the members present for adoption.
- D. *MOTION TO LAY ON THE TABLE*: The motion to *Lay on the Table* enables the Board to lay the pending question aside temporarily when something else has immediate urgency. This motion is

often misused as a motion “to table” when the more appropriate motion to is to *Postpone to a Certain Time*. The motion is not debatable and requires a majority vote of the members present for adoption. The pending question shall be considered by the Board prior to the end of the current meeting either by the Chair or upon a motion to *Take From the Table* properly adopted by a majority of the members present.

- E. *MOTION TO RECONSIDER*: A motion to *Reconsider* enables a majority of the members present, within the same meeting, to bring back for further consideration a question which has already been voted on. A motion to reconsider can only be made by a member who voted with the prevailing side. For the purposes of these Rules, in the event a Resolution is not adopted by the Board for failure to obtain the necessary number of affirmative votes pursuant to state law, a member who voted with the “prevailing side” shall be any member who voted against adoption of the Resolution and shall not include members abstaining or not voting. In the event a Resolution is adopted by the Board, a member who voted with the “prevailing side” shall be any member who voted for adoption of the Resolution.

RULE 8 **RESOLUTIONS**

- A. *GENERAL*: All business of the Board shall be reduced to writing in the form of a Resolution in advance of the meeting. No Resolution shall be transacted unless such resolution appears upon the Agenda of the meeting and members of the Board

have received the Agenda of the meeting within the same time specified herein. Matters requiring a Resolution include, but are not limited to: budgets and appropriations, approval of contracts, zoning changes, election of officials, and all other business coming before the Board in regular or special session affecting the general welfare of Washington County.

B. *AGENDA*: The Agenda and associated materials, including resolutions and any referenced exhibits for each regular and special meeting of the Board shall be prepared by the Chair and distributed electronically to each member of the Board not less than five (5) days prior the scheduled meeting date. Printed copies of this material shall also be made available in the Office of the County Attorney or County Mayor not less than five (5) days prior to the scheduled meeting date. All officials and department heads must submit a request to the Chair to place new matters on the agenda prior to the cutoff deadline set for the publication of the monthly agenda. If possible, officials and staff are encouraged to first present their information or requests to the appropriate committee prior to meetings of the Board. All officials and staff who desire to address one or more new topics or concerns must submit a written report concerning the topic for inclusion in the packet, and the official or staff member shall confine his or her comments to written report submitted and questions by members regarding the report. This rule shall not apply to matters regarding litigation or claims when the Board goes into executive session with legal counsel.

C. *REQUESTS FOR RESOLUTIONS*: Only county officials or committees as a whole, or committee chairs, may request the County Attorney to prepare Resolutions. A member or official seeking to introduce a Resolution must first present the request to the appropriate committee for consideration and referral to the County Attorney. Requests shall be submitted in the following manner:

1. The request to be placed on the committee's agenda shall be submitted in writing to the appropriate committee chair (then to the Budget Committee pursuant to Rule 9, if applicable) for consideration and recommendation.
2. The committee considering the request shall assume one of the following positions: (1) Adoption recommended; (2) Rejection recommended; (3) Submitted to the Board without recommendation; or (4) The committee may report that it needs an additional month to develop its recommendation. If the committee is unable to make a recommendation at its next regular monthly meeting, the request shall be forwarded to the Board without recommendation.
3. The committee chair, or the requesting member or official, shall present the request to the County Attorney for preparation of the Resolution pursuant to Rule 8(c).

D. *PREPARATION OF RESOLUTIONS*: All Resolutions must be prepared by the County Attorney prior to its adoption by the Board. The County Attorney or committee chair must

inform the County Mayor and Chair of the Board of all Resolution requests. If the Chair or the County Mayor become aware of any action by a committee that should be reduced to a Resolution for presentment to the Board, the Chair or the County Mayor will notify the County Attorney.

- E. *INTRODUCTION:* Any proposed Resolution may be introduced only by member of the Board as part of a committee report, and the Clerk or Chair shall not receive or file any Resolution that is not reduced to writing. Resolutions or recommendations from boards, committees, or commissions established pursuant to law are not subject to the requirements of this paragraph. Advisory or study committees created by county officials must present proposals directly to a standing committee of the Board prior to action by the Board.
- F. *RESOLUTIONS SHOULD BE GERMANE OR RELEVANT TO COUNTY MATTERS:* The business of the Board shall be confined to public health, safety, and welfare of the citizens of Washington County. Meetings of the Board are not an appropriate forum to make political statements regarding federal, state and other jurisdiction's actions that do not directly affect county government. Upon motion of a member and a majority vote of the members present, a Resolution shall be removed from the Agenda as lacking germaneness or relevance to county government or its operations.
- G. *AMENDMENTS TO RESOLUTIONS:* A resolution may be amended from the

floor by a motion properly seconded and approved. The member moving the amendment shall be allowed as a part of the motion process, to provide a brief rationale of the purpose for the amendment prior to receiving a second. Debate of the amendment may proceed once a proper second for the motion to amend is received. The member proposing the amendment does not have to seek or receive approval from the committee or board member bringing the original resolution for the amendment to be considered. The amendment shall be voted on separately from the original resolution using the electronic voting system, unless said system is not available. If the amendment is approved by a majority of the entire membership of the Board, the original resolution shall then be considered for approval as amended.

- H. *ROLL CALL VOTE:* Resolutions shall be put to the Board for a vote using the electronic voting system, unless said system is not available. Each commissioner shall vote in a manner that indicates support for or against the resolution or abstain when the Clerk opens the electronic vote. While utilizing the electronic voting system, the Chair will not close the vote until all members have voted, or at least two minutes have passed since the Chair opened the matter for vote, whichever occurs earlier. The Chair may extend the voting time in the Chair's discretion, but the Chair will announce that the closing of the vote prior to doing so.
- I. *CHANGING VOTE:* Any member may change the member's vote before the Chair closes the vote. To change a

vote, the member shall request the Chair to reset the electronic voting system to enable the member to change the member's vote. Upon conclusion of the vote, the results shall be announced by the Clerk.

- J. *SUCCESSFUL RESOLUTIONS*: All successful Resolutions shall be submitted to the Chair for the Chair's signature and attested by the signature of the Clerk. If the Chair is not the County Mayor, then those Resolutions subject to the County Mayor's veto authority, with the vote of the members indicated, shall then be submitted to the County Mayor, within five days of passage, for consideration by the County Mayor.

RULE 9 **APPROPRIATIONS REQUESTS**

Requests for appropriations in addition to those within the annual budget shall be submitted in the following manner:

- A. *SUBMISSIONS IN WRITING*: The request as presented, shall be submitted in writing to the appropriate committee of the Board and then to the Budget Committee and shall reflect the estimated cost, which shall be attached to the proposed resolution.
- B. *COMMITTEE POSITIONS*: The Budget Committee to which the request has been referred shall assume one of the following positions: (1) Adoption recommended; (2) Rejection recommended; (3) Submitted to the Board without recommendation; or (4) The Budget Committee may report that it needs an additional month to develop its recommendation. If the Budget Committee is unable to make a

recommendation at its next regular monthly meeting, the request shall be forwarded to the Board without recommendation.

- C. *FUND AVAILABILITY*: The Director of Accounts and Budget, the County Mayor or a budget committee member designated by the County Mayor shall advise the Board as to fund availability before a vote is taken on appropriations in any amount which are in addition to those of the annual budget.
- D. *BOARD VOTING*: The Resolution requesting such appropriations shall be voted upon by membership of the Board as provided by T.C.A. § 5-5-109 and Rule 8(H) of these rules.

RULE 10 **ELECTIONS AND** **APPOINTMENTS**

- A. *ELECTIONS AND NOMINATIONS FROM THE FLOOR*: When the Chair is to receive nominations from the floor; a member may nominate only one person. The floor will be kept open until every member has an opportunity to make nominations or until a motion has been made and seconded that nominations cease and a majority of those present so vote.
- B. *APPOINTMENTS AND CONFIRMATIONS*: When the Board is called upon to appoint someone from a list of nominees (such as a county medical examiner) or to confirm an appointee of the County Mayor (such as department head) then the name or names of those being considered for the position shall be read to the Board membership and

discussion for each such appointee shall follow. The list of nominees shall be selected from applications referred to the appropriate committee, or person or entity making the appointment to be considered, as determined in a manner consistent with Rule 12D, as and when vacancies occur. The committee, or person or entity making the appointment to be considered, will determine the name or names that will be read to the Board membership for discussion

C. *ELECTION OR CONFIRMATION*: All ballots for election or confirmation shall be cast by voice vote as each member's name is called by the Clerk, or by electronic vote. If the vote is on confirmation of an appointee, each member will vote in a manner that indicates a vote for or against the confirmation. To receive an appointment, a nominee must receive the votes of a majority of the members of the Board eligible to vote on the appointment.

D. *SECOND BALLOT*: If no one is elected on a given ballot, the nominee receiving the smallest number of votes will be dropped and the ballot will be cast again until a nominee is elected by the required majority of the membership eligible to vote on the appointment. All votes shall be public.

E. *VACANCIES*: Vacancies to the Board, or any other office required to be filled by the Board, created by resignation, death, or other means shall be addressed as specified by the Tennessee State Constitution, Article VII, Section 2 and Tenn. Code Ann. § 5-5-111.

RULE 11 **COMMITTEE STRUCTURE**

A. *OFFICER ELECTION*: Upon election to a committee, the members of any standing or temporary committee shall convene and elect the committee's chair, vice-chair, and secretary from its membership. If a committee does not carry out the aforementioned requirement within twenty-one days of appointment of the committee members by the Board, the Chair of the Board shall call the committee into session before the next regular meeting of the Board and serve as temporary chair until the committee elects a chair and proceeds with its required business.

B. *COMMITTEE MEETINGS*: All committee meetings shall be open to the public. All recommendations and actions shall be reduced to a written report for submission to the Board. The committee chair may allow public comment at the chair's discretion.

C. *COMMITTEE CHAIR AND AGENDA*: The committee chair shall prepare an agenda to be transmitted to the members of the committee prior to its scheduled meeting and shall provide a copy of the agenda to the Office of the County Mayor to be included on the County website. The committee chair shall notify the Chair of the Board and the County Attorney of major matters to be reported to the Board and include the same in the written report to be presented to the Board in time for the Chair to include the report in the Agenda.

D. *COMMITTEE AUTHORITY*: The role and jurisdiction of a committee, other than as required by law, is to investigate

and study matters, provide information, and present recommendations to the Board concerning those topics and business as delegated to the committee by these rules or by the Board. Any request or recommendation by a committee to the full commission must be adopted by a majority of the entire membership of the committee.

- E. *VACANCIES ON COMMITTEE*: Should one or more members of the committee resign the member's position on the committee, the Board shall fill those vacancies in the same manner as the original members. When a vacancy on the Board occurs, the member's replacement on the Board shall automatically assume the former member's position on any standing committee created by the former member's vacancy.
- F. *REPORT AND REFERRALS*: The committee to which a request or Resolution has been referred shall make a report at the next regular meeting of the committee after its referral unless the Board has specified otherwise in its request or resolution. It is the responsibility of the chair of the committee to ensure the placement of the matter on the committee's agenda.
- G. *RESOLUTIONS*: Upon a committee adopting a request for the County Attorney to prepare a Resolution, the committee chair or the chair's designee shall notify the County Attorney to prepare appropriate resolutions for consideration by the Board. The County Attorney or committee chair must notify the County Mayor and Chair of the Board of any committee request for a Resolution. If the Chair

becomes aware of any action by a committee that must be reduced to resolution form for presentment to the Board, the Chair will notify the County Attorney.

- H. *CALL OF COMMITTEE*: If for any reason the chair of a committee fails to call a meeting, the County Mayor or any two members of a three-member committee or any three members of a larger committee may do so.

RULE 12 **COMMITTEES OF THE BOARD**

- A. *COMMITTEE ON COMMITTEES*: At the July meeting, the Board of County Commissioners shall elect five members to serve on the Committee on Committees. Nominees shall be taken from the Commission floor for election to the Committee on Committees, and voting shall be carried out on individual paper ballots signed by each member before casting the ballot. For purposes of this rule, the five nominees receiving the most votes shall be elected. Election does not require a majority vote of the entire membership. If a tie vote prevents the election of five members, those nominees receiving more votes than the number of votes that created the tie preventing the election of exactly five members shall be elected, and the voting process will begin again to fill the remaining positions until five members are elected. Each member may vote for up to five nominees on the initial ballot, and in additional rounds of voting, for up to the number of positions remaining unselected. Ballots shall be published during the meeting; if additional rounds of voting are required, ballots shall be published between each round of voting. During years in which the membership of the Board is elected, the Committee on

Committees shall be elected in September. The Committee on Committees shall recommend at the August meeting of the Board, or the October regular meeting or a special meeting for this purpose during election years, the nominations for each standing committee.

An Illustrative Example of the Application of Rule 12A follows:

ROUND 1

Hypothetical Nominee	Number of Hypothetical Votes
A	10
B	10
C	9
D	7
E	6
F	6

ROUND 2

Hypothetical Nominee	Number of Hypothetical Votes
E	7
F	10

In this example, Nominees A, B, C, and D would be elected and the ballots published. Because exactly five members were not elected, the voting process would begin again. The additional round of voting would follow to select the fifth member of the committee and the ballots would be published. In this example, Nominee F would be elected to the fifth position upon publication of the vote.

Each member of the Board of County Commissioners shall serve on a minimum of two standing committees listed under Rule 12.

B. *PRESENTATIONS TO BOARD:* Standing committee chair shall report to and confer with the Board Chair on all pertinent matters to be presented at the next meeting of the Board.

C. *LEGAL COUNSEL:* All committee chairs shall consult with the County Attorney on matters appearing to warrant legal evaluation prior to presentation to the Board.

D. *JURISDICTION:* Should questions arise as to jurisdiction of any committee, it shall be referred to the Board Chair and/or to the County Attorney for determination, subject to an available appeal to the Board at its next regular meeting.

E. *BOARD PRESENTATIONS:* The following procedure shall be followed pertinent to committee reports and related action:

1. The committee chair or a member designated by the chair shall make the presentation at the next meeting of the Board.
2. Upon completion of a report the speaker shall yield to questions.
3. There shall be a vote on any committee resolutions when debate is complete and when there is a call for the question by the Board.

F. *STANDING COMMITTEES:* The following standing committees are hereby established for the Board and said committees shall have authority to recommend to the Board on the following general areas of county government as well as such other

matters as shall be assigned to them by the County Mayor, Chair or Board:

1. *COMMERCIAL INDUSTRIAL AND AGRICULTURAL*: This committee will address all matters concerning commercial, industrial and agricultural business development and expansion. The committee shall focus on recruitment and retention of industry, job creation and workforce development in Washington County. These responsibilities will be performed in conjunction with the Washington County Economic Development Council. Annually this committee shall review any active TIF agreements, and review and recommend for or against proposed TIF agreements and TIF expenditures. This committee shall consist of five (5) members of the Board.
2. *PUBLIC WORKS*: This committee will address all matters of public works and planning, solid waste operations and compliance, and water use in Washington County to include: monthly monitoring of operations, state regulation compliance regarding the handling, recycling and disposing of solid waste, recycling rates, and functioning as liaisons of regional solid waste; address all matters regarding highways, bridges, roads, sanitation and planning; water use and availability to county residents, and budget allocations. This committee shall consist of five (5) members, one member being at large, (i.e. from any of the commission districts) and four

members from each of the four highway blocks to intend representation of every section of the county of the Board.

3. *HEALTH, EDUCATION and WELFARE*: This committee will address all matters of general welfare and education in Washington County including, but not limited to: meeting as needed with the Director of Schools and School Board members regarding education facilities, funding and Federal and state educational mandates prior to a meeting of the full commission, animal control, pauper burials and cemeteries, annual special appropriations to non-profit agencies and organizations, use of unimproved land at the county farm, Johnson City-Washington County Animal Shelter, veteran services and all matters pertaining to general welfare in the county. This committee shall consist of five (5) members of the legislative body appointed by the Committee on Committees and confirmed by the Board of County Commissioners.
4. *PUBLIC SAFETY*: This committee will address all matters regarding public safety in Washington County including, but not limited to: the effectiveness of various departments dealing with public safety, operations of the Sheriff's Office, requirements of law enforcement, maintenance of the County Jail, needs of the County for places of incarceration of prisoners, long range needs of the County in the field of public safety, functions of constables, all

volunteer fire departments and other law enforcement personnel and agencies within the County to include the Johnson City-Washington County Emergency Medical Services, Emergency Communications District (E-911), and Emergency Management Agency; cooperation with the Office of the District Attorney General and law enforcement officials not directly under the control of Washington County. This committee shall consist of five (5) members of the Board.

5. *EMPLOYEE COMPENSATION and BENEFITS*: This committee will address the compensation and benefits offered to employees of Washington County. This committee shall periodically evaluate the cost and adequacy of said benefits and make recommendations to the Board. This committee shall also periodically perform, or have performed, employee compensation studies to determine the sufficiency and competitiveness of Washington County's overall salary and benefits structure including potential changes recommended to the Board. This committee shall consist of five (5) members of the Board. County Officials are ex-officio members of this committee.
6. *RULES*: This committee will address the Board's rules and processes for the purpose of improving Board and committee meetings. The Board or the Chair may refer matters to this committee for consideration for clarification of

the rules and for suggested changes or revisions. This committee shall consist of five (5) members of the Board.

7. *COUNTY-OWNED PROPERTY*: This committee will address issues and recommend measures pursuant to T.C.A. § 5-7-106 which provides that county buildings are to be erected and kept in order and repair at the expense of the county under the direction of the legislative body for the purposes stated therein and for all other purposes and requirements under state law. This committee shall consist of four (4) members of the Board and the County Mayor.
8. *SUBCOMMITTEES*: As necessary, standing committees may create subcommittees to further consider matters before the full committee by appointment of at least three members of the full committee.

G. *OTHER COMMITTEES*:

1. *BUDGET*: This committee is appointed pursuant to the County Budgeting Law of 1957, T.C.A. § 5-12-101 *et seq.*, for the purposes stated therein and for all other purposes and requirements under state law, including consideration and recommendation of all matters concerning the annual budget, amendments thereto, and any appropriation of county funds.
2. *AUDIT*: This committee shall consist of five (5) members chosen by the board and external to County management. Members of this committee may be members of the

Board, citizens of Washington County, or both. The committee will address financial and other reporting practices, internal controls, compliance with laws and regulations, and ethics. This committee is independent of county management and responsible for ensuring management is meeting internal control and financial responsibilities using guidelines established by the Comptroller of the State of Tennessee and the Government Finance Officers Association pursuant to T.C.A. § 9-3-405 and Resolution 10-12-03. This committee shall establish a process by which employees, taxpayers, or other citizens may confidentially report suspected illegal, improper, wasteful, or fraudulent activity. If the information provided causes the chair of the audit committee to believe that illegal, improper, wasteful, or fraudulent activity may have occurred, then the chair of the audit committee shall report the information to the office of the comptroller of the treasury pursuant to T.C.A. § 8-4-501 et. seq. (T.C.A. § 9-3-406). Members shall serve two-year terms and shall be eligible for reappointment for an additional two terms. To ensure staggered terms, the Board shall designate two of the initial appointees to serve one-year terms, and the remaining three appointees shall serve a full two-year term.

3. *ETHICS*: This committee of five members shall be appointed to one-year terms by the County Mayor with confirmation by the county legislative body, to be appointed each September.

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 officer be willing to accept appointment, an additional member of the county legislative body; and the remaining member shall be either a member of a board, committee, commission, authority, corporation, or other instrumentality governed by the Code of Ethics Washington County, Tennessee, or an additional member of the county legislative body. The Ethics Committee shall convene as soon as practicable after their appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the county clerk, where they shall be open to public inspection. Questions, complaints, and investigations shall be handled according to the Code of Ethics, Washington County, Tennessee.

4. *INTERGOVERNMENTAL*

AFFAIRS: This committee shall consist of the Washington County Mayor, the Johnson City Manager, the Jonesborough Mayor, a representative from the Washington County Board of County Commissioners, a representative from the Johnson City Board of Commissioners, a representative of the Jonesborough Board of Mayor and Alderman, a representative of the Washington County Board of Education and a representative of the Johnson City Board of Education and the Chair of the Economic Development Council. The committee shall discuss and

recommend actions regarding matters of economic development, local governance, public safety, health, education or welfare of Johnson City, Jonesborough, Washington County and its residents. This committee shall engage State and Federal elected representatives and other officials as required to address matters being considered. The Board shall appoint one (1) member of the Board to serve on the committee for a one (1) year term.

5. *SPECIAL COMMITTEES*: From time to time, as needs may dictate, the Board may desire to establish special or temporary committees, task forces, joint committees and/or other work groups utilizing citizens of Washington County, members of the Board, or members of other boards, commissions, or governmental agencies. A standing committee shall recommend the creation of the special or temporary committee, task force, joint committee or work group to the Board and request a Resolution as provided in Rule 8. The Board shall consider the Resolution to create the special or temporary committee, task force, joint committee and/or other work group and appoint the members at its next meeting.

RULE 13 **THE CHAIR**

- A. *ELECTION*: Annually, at its regular September meeting, the Board shall elect a Chair and Chair Pro Tempore to take effect as of the same meeting. The Chair may be one of the members of the Board or the County Mayor. Upon his

election and acceptance of the position of Chair, then the County Mayor shall relinquish the County Mayor's veto power, for so long as the County Mayor remains Chair of the Board.

- B. *VOTING BY THE CHAIR*: The Chair may vote only when authorized by law.
- C. *CALL TO ORDER*: The Board shall be called to order by the Chair. In the absence of the Chair, the Chair Pro Tempore shall preside. In the absence of the Chair Pro Tempore, the Board shall be called to order by the County Clerk, and shall elect one of its members to preside over the deliberations.
- D. *SPEAKING*: Should the Chair desire to speak upon any subject either in the negative or the affirmative, the Chair may do so, provided he/she vacates the Chair. Whereupon the Chairman Pro Tempore shall preside until the Board disposes of the matter under consideration. However, the Chair may answer questions, provide information, and give explanations from the Chair, the Board not objecting.
- E. *PRESERVE ORDER*: The Chair shall preserve order and decorum. The Chair may speak to points of order in preference to other members. The Chair shall decide questions of order, subject to an appeal to the Board of any member.
- F. *ORDER OF RECOGNITION*: Before a member is allowed to speak twice on the same subject, the Chair shall inquire if there is another member who has not spoken on the pending subject that wishes to speak.

G. *MOTIONS*: Once a motion has been made and duly seconded, the Chair shall state the motion before debate on the motion may begin.

H. *CLARIFICATION*: The Chair shall rise to state or put a question and shall clearly state the question to the Board 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.

RULE 14 **THE CLERK**

A. *NOTICE*: Notification of regular and special meetings and other notices required by law shall be made by the Clerk in the fashion prescribed by law.

B. *MINUTES*: The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of each resolution considered and the vote thereon. The minutes shall be prepared after each meeting, and before the next scheduled meeting, and shall be placed in a well-bound book for public inspection. A copy of the minutes of the last meeting shall be forwarded to each board member with the prepared agenda or meeting notice. If the Board utilizes electronic voting, the vote of each member shall be indicated in the minutes.

C. *ROLL CALL*: In all instances involving the appropriation of public funds, the Clerk shall call the roll for “yes” or “no” votes. In all instances where the roll is called for any vote, the Clerk shall make such roll call and the vote of each member a part of the record of the

meeting and include it in the official minutes.

D. *CHANGE OF VOTE*: It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called to determine if any member desires to vote. Subsequently, the Clerk shall provide the results to the Chair, who will announce the results.

RULE 15 **SHERIFF**

The Sheriff, or a deputy designated by him, shall attend each session of the Board. That officer shall preserve order and carry out the orders of the presiding officer of the Board. The attending officer shall be paid the prevailing statutory fee for his services, unless such officer is paid a salary from county funds. In that instance, no fee will accrue.

RULE 16 **COUNTY ATTORNEY**

The County Attorney shall attend all meetings of the Board and prepare resolutions for action by the Board and respond to questions of the Board as well as perform such other duties as the Board or County Mayor may require.

RULE 17 **SUSPENDING THE RULES**

Any rule or rules may be suspended by a two-thirds majority vote of the entire membership of the Board authorized to vote on the matter.

RULE 18 **ROBERT’S RULES OF ORDER**

All matters not covered herein shall be governed by Robert’s Rules of Order

Revised, as contained in the latest copyrighted edition.

RULE 19
CONFLICT WITH LAW

In the event any of the foregoing rules are determined to be in conflict with statutory provisions, that portion of the rules in conflict shall be null and void, but the remaining unaffected provisions shall remain in full force and effect.

RULE 20
AMENDMENT OF RULES

Any portion or the entirety of these rules may be altered, amended, or repealed only after presentation to the Board and adoption by a majority of the entire membership of the Board.

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Kathy Storey, County Clerk

Revisions Adopted by the Board of County Commissioners in regular session on the 29th day of August, 2022.