



**BEER PERMIT BOARD
REGULAR MEETING**

Central Services Complex Multipurpose Room
100 Woodbury Lane

April 6, 2022 - 5:15 PM

AGENDA

- I. CALL TO ORDER
- II. INTRODUCTION AND SWEARING-IN OF NEW BOARD MEMBER
- III. ROLL CALL
- IV. RECOGNITION OF GUESTS
- V. APPROVAL OF MINUTES
 - a. March 15, 2022 Minutes
[Beer Permit Board Minutes 3-15-2022.pdf](#)
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - a. Discussion of Proposed Bylaws and Rules and Procedures
[Beer Board Bylaws.pdf](#)
[Beer Board Rules and Procedures.pdf](#)
- VIII. REPORTS FROM OAK RIDGE POLICE DEPARTMENT
- IX. APPEARANCE OF CITIZENS (Non-Agenda Items)
ALL CITIZENS ARE GIVEN 3 MINUTES
- X. ANNOUNCEMENTS
- XI. ADJOURNMENT

MINUTES OF THE

OAK RIDGE BEER PERMIT BOARD
Regular Meeting

Central Services Complex Multipurpose Room
Tuesday, March 15, 2022
5:15 p.m.

PRESENT: Wende Doolittle, Chair; Mark Cantrell, Vice-Chair; Richard Bell, Secretary; Chip Dooley, Pam Layne, and Rodney Nelson,

ABSENT: NONE

ALSO PRESENT: Beth Hickman, Staff Liaison; Lieutenant Jeremy Huddleston, Oak Ridge Police Department

AUDIENCE MEMBERS: NONE

ROLL CALL

Chairman Doolittle called the meeting to order at 5:15 p.m. Staff Liaison Beth Hickman completed the calling of the roll. All members were present.

ELECTION OF VICE-CHAIR

Chairman Doolittle nominated Mark Cantrell for Vice-Chair. Rodney Nelson seconded, and the motion carried.

APPROVAL OF MINUTES

The minutes from the February 16, 2022 meeting were approved as presented.

NEW BUSINESS

Application for New Beer Permit and Associated Manager Approval

The Cafe at the Preserve (Application #1612 – Class F-On/Off Premises Consumption)
199 Broadberry Avenue
Joshua Sanderson, Owner
Richard Spraker, Manager

Mr. Spraker was present to discuss the application. He already serves as Manager of the Preserve at Clinch River Club, which is also owned by Mr. Sanderson. The Café will be serving beer only, and patrons will be able to take their beer to the pool area, thus the request for on/off premises consumption. There will also be cameras and 24-hour surveillance at the establishment. Mr. Spraker plans to hire at least one or maybe two other people after the business is up and running.

Mr. Nelson moved to approve the applications condition upon receipt of the Life Safety Inspection. Mr. Dooley seconded, and the motion was approved unanimously.

Emory Valley Center (Application #1596 – Class E – Special Event Permit)
Annual Compassion Fundraiser – April 7, 2022 (5:30-8:30 p.m.)
723 Emory Valley Road
Thomas Slankas, Responsible Party

Mr. Thomas Slankas and Janet Wood with Emory Valley Center were present to discuss the annual fundraiser and permit application. They are expecting 180-200 people and will have four servers. Wristbands will be provided to guests at check-in after identification checks. Mr. Slankas has overseen several fundraisers such as this for Emory Valley Center and has experience with serving beer and properly checking identification. The event will not run past 8:30 p.m.

Mr. Dooley moved to approve the application, and Mr. Nelson seconded. The motion was approved unanimously.

Anderson County Family Justice Center (Application #1597 – Class E – Special Event Permit)

Dinner and Auction – April 9, 2022 (6:00-8:30 p.m.)

St. Mary's Catholic Church, 327 Vermont Avenue

Charice Davis and Melissa Miller, Responsible Parties

Charice Davis was present representing the Family Justice Center. They are expecting 100 people and will be serving draft and bottled beer. Ms. Davis has previous serving experience with Calhoun's and taught ABC classes for 10 years.

Mr. Nelson moved for approval of the application, and Mr. Dooley seconded. The motion was approved unanimously.

REPORT FROM THE POLICE DEPARTMENT

Lieutenant Jeremy Huddleston was present representing the Oak Ridge Police Department. He informed the Board of an incident with a local business but wanted to talk with the officers in attendance and visit the business to obtain more information. He stated he or someone else from the Police Department would report back to the Board at the next meeting.

There was also a brief discussion about proper procedure about gathering information on a particular incident before bringing a business before the Board. Presently, there is nothing codified in the Beer Board Rules and Procedures that outline a process for dealing with an incident other than a Show Cause hearing, which several Board members feel should be a last resort. Staff Liaison Beth Hickman stated that the City is in the process of updating Board bylaws and rules/procedures, and the Legal Department is exploring some changes to the ordinance addressing beer sales. This would be a good time to include certain processes in the rules and procedures, which has never been done.

ANNOUNCEMENTS

Staff Liaison Beth Hickman stated that there will be an election at the March 28, 2022 City Council Special Meeting to fill the vacancy caused by Mr. Whitson's resignation.

The next meeting of the Board will be Wednesday, April 6, 2022 at 5:15 p.m. in the Multipurpose Room of the Central Services Building.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Secretary

Last Amended: _____

Last Adopted: _____

**BYLAWS OF THE
OAK RIDGE BEER PERMIT BOARD
OAK RIDGE, TENNESSEE**

ARTICLE I - NAME

The name of this board shall be the "Oak Ridge Beer Permit Board," which, for convenience, shall hereafter be referred to as the "Board" in these bylaws.

ARTICLE II – PURPOSE AND GENERAL POWERS

A. Purpose.

The purpose of the Oak Ridge Beer Permit Board is to grant, suspend, and/or revoke beer permits and manager approvals within the city limits and to oversee establishments with beer permits for compliance with city ordinances and state laws pertaining to beer sales. The purpose and general powers of the Board shall also encompass those purposes and powers specified in:

- (1) Tennessee Code Annotated, Section 57-208;
- (2) Applicable sections of the Oak Ridge City Charter and the Oak Ridge Municipal Code, and any amendments and supplements thereto; and
- (3) Regulations, rules, bylaws and policies adopted by the Oak Ridge City Council

B. Creation of the Board. The Board has been created by the Oak Ridge City Council by Ordinance Number 5-60 pursuant to the provisions of Tennessee Code Annotated Section 57-208.

ARTICLE III – MEMBERS

A. Size. The Board shall consist of seven (7) voting members appointed by City Council.

B. Membership. Members must reside within the city limits of Oak Ridge at least two (2) years immediately prior to election to the Board and must be at least twenty-two (22) years of age. Pursuant to Article 13, Section 3(e), no active City employee may serve on a City Council appointed board, commission or

committee unless they are serving as staff representatives without voting privileges.

C. Attendance Requirement

- (1) Expectation of Attendance. Members of the Board are expected to attend all scheduled meetings and are responsible for communicating their inability to attend in a timely fashion to the Chairperson and Staff Liaison along with a reason for the anticipated absence.
- (2) Attendance Record. The Secretary shall record the full names of those members present and absent in the minutes of each scheduled meeting and shall provide the City Clerk with a signed copy of the minutes upon their approval by the Board. The Secretary shall also maintain a separate attendance record, which shall be provided to the Chairperson of the Board and the City Clerk within seven (7) days after each meeting. If the Board has no Secretary, the person responsible for recording the minutes shall perform this function.
- (3) Absence from Meetings. When a member of the Board is absent from three (3) regularly-scheduled or regularly-called meetings during the Board's term-year, which is a one-year period beginning on the date of term commencement, the Chairperson shall request that the member provide a written explanation of the absences. The Board shall determine whether to accept or reject the explanation by a majority vote. If the Board votes to accept the explanation, the absences shall be considered "excused" and will not accrue for purposes of removal from the Board. If the Board votes to reject the explanation, the absences will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no efforts to comply with the Chairperson's request for an explanation, those absences will accrue for purposes of removal. Accrual of four (4) unexcused absences shall result in removal from the Board as outlined in Item (3).
- (4) Removal Due to Absences. When a member is absent from four (4) regularly-scheduled or regularly-called meetings during the Board's term-year, and consistent with the procedure set forth in Item (3), the member shall be notified that he/she has been removed from the Board by a vote of his/her peers. The Chairperson shall notify City Council of the vacancy by letter, and the City Clerk shall schedule an election to fill the vacancy in the customary manner.

- D. Terms of office. All members will serve a three (3) – year term. A member will serve until a successor is elected.
- E. Oath of Office. Before assuming the duties of office, each member shall take the Oath or Affirmation of Office through the City Clerk’s office.
- F. Vacancies.
- (1) Automatic. Any member of the Board who shall move to a principal residence located outside the city limits of Oak Ridge shall be deemed to have automatically vacated the office.
 - (2) Resignation. Any member desiring to resign from the Board shall promptly inform the Chairperson and the City Clerk in writing of his or her intention to resign. Such notice shall state the effective date of resignation and may also state any reason for said resignation. The City Clerk will communicate the resignation and the reason for resignation to the City Manager and City Council.
 - (3) Removal from office. In addition to the circumstances outlined in Sections F(1) and F(2), a member can also be removed from office for cause by a majority vote of City Council or upon the recommendation of a majority of Board members.
 - (4) Replacement. In the event of resignation, death, or removal from office, the vacancy will be filled by City Council at the next regularly scheduled election or as soon as possible if multiple vacancies are affecting the ability to have a quorum.
- G. Ethics. All members shall be subject to the provisions of the ethics policy of the City of Oak Ridge and applicable state ethics laws. Any Board member who has any conflict of interest in any matter or issue brought before the Board shall make such fact known to the Board prior to any vote by the Board on such issue. Sections 21-103 and 21-104 of the City Code provides additional guidance regarding disclosure of personal interest and recusal.

ARTICLE IV – OFFICERS

- A. Title; Number. The officers of the Board shall consist of a Chairperson, Vice Chairperson, Secretary, and such other officers as the Board may deem appropriate, who shall be elected by and from official members of the Board.

- B. Election. The election of officers shall be held at the annual meeting of the Board. A majority vote of members present shall be required to elect any officer.
- C. Term of Office. Officers of the Board shall serve for a period of one (1) year, or until the next annual meeting, or until such time as a replacement has been duly elected; provided, however, no officer shall be removed from office prior to the next following annual meeting after such officer's election, except by two-thirds vote of the official members of the Board. All officers shall be eligible for reelection for consecutive terms.
- D. Vacancies. In the event any elective office shall become vacant, the Board shall elect a successor at its next regular meeting, in the manner prescribed by Section B, above.

ARTICLE V – DUTIES OF OFFICERS

- A. Chairperson.
 - (1) The Chairperson shall preside at all meetings and hearings of the Board, and shall perform such other functions as may be required by law, by these bylaws, and/or those ordinarily performed by a Chairperson, in accordance with parliamentary procedure as prescribed in the current edition of Robert's Rules of Order.
 - (2) Except as otherwise provided by law or authorized by the Board, the Chairperson shall sign all communications from the Board to the City Manager and City Council.
 - (3) The Chairperson shall ensure issuance to all new members of the Board the latest available revision of any current reports and documents necessary to fully inform such new member of the business presently before the Board.
- B. Vice-Chairperson.
 - (1) In the event of a vacancy or absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson until a new Chairperson is duly elected. Should the Chairperson be unable to perform the duties of office due to disability, absence, or disqualification, the Vice-Chairperson shall perform said duties until such time as they may be performed by the Chairperson or a new Chairperson is elected.

- (2) In addition to the foregoing duties, the Vice-Chairperson shall also perform such other duties as may be designated by the Chairperson.

C. Secretary.

- (1) The Secretary shall prepare such certifications of records and transcripts as required by law or as the Board may direct.
- (2) The Secretary shall record minutes of all meetings of the Board and forward them to the staff liaison of the Board for formatting and placement in the agenda packet for the next meeting.
- (3) In the absence or disqualification of the Chairperson and Vice-Chairperson, the Secretary shall preside at the meetings of the Board.
- (4) The Secretary shall maintain attendance records and distribute them according to the provisions in Article III, Section C(2).

ARTICLE VI-STAFF LIAISON

- A. Duties. The staff liaison, appointed by the City Manager, or the City Manager's designee, shall assist the Chairperson in setting meetings; preparing the agenda and reports to the City Manager and City Council; and other support functions as needed. The staff liaison shall also ensure that the Board website within the respective department be up to date at all times with agendas, minutes, and other relevant information. The staff liaison shall keep a current list of all valid beer permits. The staff liaison shall also perform the duties outlined in Article VII, Section (D)(6) below pertaining to giving proper notice of meetings.

ARTICLE VII – MEETINGS

- A. Meetings Open to the Public. All Board meetings shall be open to the public, and citizens shall have a reasonable opportunity to be heard.
- B. Type; Number. The meetings of the Board shall consist of a regular annual meeting and other regular meetings held each year, together with such special meetings as may be deemed appropriate and called pursuant to these bylaws.
- C. Method of Calling.
- (1) Regular Meeting. No formal call of a regular meeting shall be necessary, except for the notice of meeting provided for in Section D, below and

unless a hearing is to be held on a permit or manager application, notice of which would be given as stipulated in Section D(3) below.

- (2) Special Meeting. A special meeting shall be called at such time as may be deemed expedient by the Chairperson or any two members of the Board upon written request to the Chairperson or by approval of a majority of the members present at any meeting. The notice of a special meeting shall be as provided for in Section D, below. Special meetings are only for the purpose specified and no other item may be voted on at a special meeting that is not explicitly specified when calling a special meeting.

D. Notice.

- (1) Regular Meetings. Notices of regular meetings shall be delivered to each member of the Board at least forty-eight (48) hours prior to the meeting.
- (2) Special Meetings. The notice of a special meeting for matters shall be delivered to each member of the Board at least twenty-four (24) hours prior to the meeting.
- (3) Hearings on Permit Applications. Ten (10) days' notice of a hearing on each application for a permit shall be made by publishing the same in a newspaper of general circulation.
- (4) Cancellation of Meetings. Whenever there is no business before the Board, the Chairperson may dispense with a Regular Meeting by giving notice to all members not less than forty-eight (48) hours prior to the time set for the meeting. The staff liaison shall also ensure that the City Clerk is notified of the cancelled meeting so that the City Calendar can be updated. When unforeseen or emergency circumstances arise, the Chairperson may cancel meetings with less than forty-eight (48) hours' notice. Cancellation of a meeting due to quorum issues or weather would necessitate a special meeting to be called at a later date.
- (5) Adjourned Meetings. Should the Board not complete the business before it, the Chairperson may adjourn the meeting and schedule a continuation of the same meeting until the agenda has been completed. However, the adjourned meeting must meet the same notice requirements as a Special Meeting.
- (6) Proper Notice. The staff liaison shall be responsible for ensuring compliance with the Tennessee Open Meetings Act and for notifying members and the public reasonably prior to the date and time of each meeting. The staff liaison is required to comply with guidelines pertaining

to matters of public notice and scheduling as provided by the City Clerk and shall notify the City Clerk of meetings as soon as possible so that the City Calendar can be updated.

E. Agenda.

(1) Order of Business. The order of business of all regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Order of Agenda
4. Approval of Minutes
5. Officers' Reports
6. Committee Reports
7. Unfinished Business
8. New Business
9. Appearance of Citizens (Non-agenda items)
10. Announcements
11. Adjournment

An agenda section for "Presentations" is optional and may be added to the agenda as needed. Each agenda item to be discussed shall be listed under the appropriate heading on the published agenda, unless the item is brought up according to appropriate parliamentary rules during the meeting.

ARTICLE VIII-QUORUM AND VOTING PROCEDURES

- A. Quorum. A majority of members of the Board shall constitute a quorum for the purpose of transacting all business. The Chairperson shall acknowledge the presence of a quorum and call the meeting to order at the time designated in the notice of the meeting, or upon the arrival of a sufficient number of members to constitute a quorum if that occurs later. If, during the course of any meeting, any member desires to leave, either temporarily or permanently, that member shall announce such intention to the Chairperson. If at any time it shall appear that there are not sufficient members present to constitute a quorum, the Chairperson shall so announce and declare the meeting recessed or adjourned until a quorum is present. There shall be no substantive discussion of agenda items other than procedural matters if a quorum is not present.
- B. Voting. All votes shall be decided by a majority of those present and voting unless otherwise stipulated by the most recent edition of Robert's Rules of Order. A list of members and any votes taken shall accompany all Board

recommendations. If a conflict of interest is claimed, the members claiming such a conflict shall state the conflict for the record. No proxy voting is permitted.

ARTICLE IX – SPECIAL PROVISIONS

- A. Powers. The Board is empowered, subject to the standards and procedures set forth in Title 8, Chapters 6, 7, and 8 to issue, revoke, suspend, and impose civil penalties on all permits for the sale of beer in the city as well as to issue and revoke manager certificates. The Board is empowered to adopt such reasonable rules and regulations as it may deem necessary and proper for the operation and supervision of the businesses of persons holding permits under Chapters 6, 7, and 8, in conformity with the of Title 8, Chapters 6, 7, and 8 and with Chapter 5 of Title 57, Tennessee Code Annotated.
- B. Subpoenas.
- (a). Issuance and Procedure. The Board is hereby empowered to issue subpoenas to compel attendance of witnesses and testimony of relevant facts for any duly scheduled show cause hearing. Upon request of the City and/or any party to a show cause hearing, the Chairperson of the Board, or Secretary in the Chairperson's absence, may issue subpoenas to compel attendance and testimony of witnesses possessing material and relevant information relating to any duly scheduled show cause hearing. Subpoenas will be served by officers of the Oak Ridge Police Department or any other lawful officer.

ARTICLE X-PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules the Board may adopt, or any rules approved by City Council governing the operation of the Board.

ARTICLE XI – BYLAWS

- A. Date of Approval. These bylaws and any amendments thereto shall take effect upon their approval by the City Council, as provided in Article III, Section 6, of the City Charter.
- B. Amendments. Amendments to these bylaws may be considered at any regular or special meeting of the Board, provided that any proposed amendment shall have been provided to the Board members at least seven (7) days prior to the

meeting at which it is to be considered. Amendment of the bylaws requires a two-thirds vote of the Board members. The Chairperson may designate a committee to review the bylaws, where appropriate.

- C. Official Copies. An official copy of these bylaws and any changes thereto shall be maintained in the City Clerk's office and shall be furnished to any other appropriate body.

APPROVED BY [Board Name]

Chairperson

APPROVED BY OAK RIDGE CITY COUNCIL

Mayor

Amended: _____

Adopted: _____

**RULES AND PROCEDURES
OF THE
OAK RIDGE BEER PERMIT BOARD
OAK RIDGE, TENNESSEE**

I. Meetings

A. Meeting Procedure. All regular meetings will follow the order of the agenda listed in Article VII, Section E of the Board bylaws. At special meetings, the Board shall transact only such business as that designated in the previously posted meeting agenda.

B. Right to Speak.

(1) Members. The Chairperson shall recognize the right of Board members to speak before the body. A Board member shall initiate his/her right to speak by seeking recognition from the Chairperson.

(2) Members of the Public. The Chairperson shall recognize a citizen's opportunity to comment on items that are under consideration by the Board as part of the formal agenda.

C. Time and Place of Meetings. An annual meeting shall be held on the first Wednesday of the month following the election of Board members by City Council, or at such time and place as may be designated by the Chairperson. Regular meetings shall likewise be held on the first Wednesday of each month in a City-owned facility, or at such other time and place as may be designated by the Chairperson. Special meetings shall be held at the time and place designated by the notice of meeting. The Board may decide to reschedule a single meeting without the change having to be approved by City Council, but permanently changing the scheduled meeting dates would require City Council approval. The Board shall decide to reschedule a meeting either at a prior meeting or soon enough so that proper notice can be given of the meeting date change.

II. Agenda

A. Preparation. The agenda for meetings shall be prepared by the staff liaison from items suggested by members of the Board, City Manager, City Council, or City Staff. If individuals or groups from the general public have suggested items that would require Board action, they shall coordinate with City staff regarding placement on a meeting agenda. Any items which require technical review by staff shall have been submitted in a timeframe in which complete review can be conducted by staff.

- B. Contents. The agenda of a regular meeting shall contain only such items that have been received by a deadline set forth by City staff for timely agenda publication.
- C. Copies. All members shall be furnished a copy of the agenda and as much supporting material as practical prior to any meeting, which material shall be sent to members with the meeting notice referenced in Article VII, Section D of the Board's bylaws.
- D. Publication on website. The entire agenda packet shall be published on the Board's City webpage at least forty-eight (48) hours before a regular meeting and twenty-four (24) hours before a special-called meeting.

III. Public Comment

- A. Public Comment During Regular Meetings. Any person speaking to the Board shall be asked to provide their name and address. Speakers shall address all comments to the Board members and not to other members of the audience. The following time limits for speakers shall be observed:
 - (1) The petitioner or a representative shall speak for no more than ten (10) minutes. This may be extended at the discretion of the Chairperson.
 - (2) Any individual who wishes to speak for or against an agenda item shall have three (3) minutes to address the Board. This may be extended at the discretion of the Chairperson.
- B. Appearance of Citizens. During the "Appearance of Citizens" section of the meeting agenda pertaining to non-agenda items, the speaker must state their name and address. Speakers shall address all comments to the Board and not to other members of the audience. Speakers shall have (3) minutes to address the Board. This may be extended at the discretion of the Chairperson.

IV. Voting

- A. Number. Each official member of the Board present shall be entitled to cast one (1) vote.
- B. Required Majority. The decisions of the Board shall be by majority vote of the members present and voting, with a quorum being present. In the event of the member's abstention based on a conflict of interest or other disqualification, the abstention shall count as if that member were absent and the number of persons necessary for a majority shall be reduced accordingly without affecting the quorum.
- C. Method. Except for the election of officers, the Chairperson shall call for a voice vote of "Aye" and "Nay" upon each matter voted upon. Should all voice votes be either "Aye" or "Nay," such vote shall be deemed a unanimous vote of all

members present; provided, however, any member present may request that the minutes show he or she abstained from voting. In the event both “Aye” and “Nay” votes are cast via voice, the Chairperson shall then direct roll call vote or show of hands.

D. Recording. The Chairperson shall announce the results of all votes and shall direct that the results be recorded in the official minutes of the Board.

V. Motions

A. The Board adheres to the current edition of Robert’s Rules of Order.

VI. Special Provisions

A. Advisory Actions of the Board. The Board may provide constructive guidance or suggestions for other action in order to achieve a positive result on an issue under consideration.

B. Applications.

- (1) All applications for permits shall be made on a form prescribed by the Board and shall be completed in full for each business location and shall be signed and sworn by the applicant or applicants before they will be considered by the Board.
- (2) Each application shall indicate clearly the class of permit desired, as such classes are defined in Section 8-702 of the Code of Ordinances, City of Oak Ridge, Tennessee.
- (3) All applications shall be filed with the City Clerk’s office, and the date of filing shall be noted thereon. No permits or notarized supplements thereto shall be considered by the Board until it has been so filed.
- (4) All applications on file in the City Clerk’s office shall be open for examination as other public records. Only one notarized copy needs to be filed by the applicant. The City Clerk’s office shall provide the Board with a copy of all applications by placing said applications in the Board’s agenda packet.
- (5) No application, once having been filed, shall be removed from the custody of the City Clerk’s office.
- (6) Each applicant shall be notified by mail by the City Clerk’s office at least two (2) days prior to the meeting, and the applicant must be present to have the application considered unless the ordinance provides for another person to stand in the place of the applicant at the meeting.
- (7) Any person shall be competent to testify for or against any application, but

no evidence shall be received either for or against an application except in person and in the presence of the applicant, unless the applicant shall waive such right.

- (8) The action of the Board shall be noted upon the application in each instance and shall be certified to by the Secretary. If the application is approved for a permit by the Board, the City Manager shall thereupon issue such permit to the applicant within a reasonable amount of time.
- (9) No applicant for a beer permit at a given location shall apply for a beer permit at said given location within the six-month period immediately following the Board's refusal to grant such permit, except that any applicant so refused a permit may file a new application to be heard at the Board's next regularly scheduled meeting following the denial of said permit, provided that the aggrieved applicant has sufficient new information to submit which might alter the original decision of the Board.

C. Show Cause Hearings

- (1) No notice of a show cause hearing shall be issued to any permittee for the suspension or revocation of any permit until it shall have been authorized at a duly constituted meeting of the Board.
- (2) Not less than ten (10) days written notice of any suspension or revocation procedure shall be given unto the permit holder whose permit is the subject of the show cause hearing. Such notice shall be served by an Oak Ridge Police Department officer who shall deliver a cop of the same to the permit holder if he or she may be found or by leaving a copy of the same at his or her place of business. Due return shall be made by the person serving the same.
- (3) The Board will interpret the Code of Ordinances of the City of Oak Ridge, Tennessee in such manner as to hold the owner or operator of a place of business authorized hereunder to sell beer solely responsible not only for the sale of beer to minors on the premises, but it shall also be his or her responsibility to prevent the consumption of beer by minors on the premises when the same may have been legally purchased by others. This obligation shall extend to all the premises, both inside and outside any building located thereon, and shall apply to minors occupying or riding in any type of vehicle. As is provided in state law and city ordinance, the burden of ascertaining the age of any minor customer or consumer shall be upon the owner or operator of such place of business.
- (4) Procedure in show cause hearings shall be conducted as nearly in accordance with the procedure in judicial tribunals as practicable.
- (5) On revocation of any beer permit, it shall be the duty of the City Clerk's office to immediately issue pick-up orders, and the permit shall be picked up by the Oak Ridge Police Department as soon as practicable after the Board's action.

VII. Records

- A. A file of all materials and decisions of the Board shall be kept by the City Clerk's office as part of the official records of the Board.
- B. All records of the Board shall be public records, with exceptions as provided for by state law.

VIII. Amendments to Rules

- A. These Rules and Procedures may be amended by a majority vote of the members at any Board meeting and shall become effective after approval by City Council.

Adopted: _____ Resolution No. _____ Effective: _____