

**BYLAWS OF THE
HIGHLAND VIEW REDEVELOPMENT ADVISORY BOARD
OF THE CITY OF OAK RIDGE, TENNESSEE**

ARTICLE I

Name

The name of this organization shall be the Highland View Redevelopment Advisory Board, hereinafter referred to as *The Board*. The Board was created by the City Council of the City of Oak Ridge, Tennessee, on February 7, 2005 by the adoption of Resolution Number 2-17-05.

ARTICLE II

Purpose

On May 17, 2004, with the adoption of Resolution Number 5-74-04, the Oak Ridge City Council approved the Highland View Redevelopment and Urban Renewal Plan, dated May 2004, as prepared by Knoxville's Community Development Corporation (KCDC). As authorized by Tennessee Code Annotated § 13-20-208, the Council created the Highland View Redevelopment Advisory Board to assist in coordinating this redevelopment project.

ARTICLE III

Members

Section 1. Composition of the Board

The Board shall be comprised of nine (9) members consisting of the Mayor or the Mayor's designee, a member of the Oak Ridge Municipal Planning Commission who shall be designated by the Mayor and confirmed by City Council, and seven (7) members appointed by City Council from the community at large with at least three (3) being residents of the Highland View neighborhood.

Section 2. Qualifications of Members from the Community at Large

The members of the Board from the community at large shall include a social service representative, a contractor with renovation and/or remodeling experience, a realtor, an attorney, a home inspector, a banker or individual with similar financial expertise, and an individual with a background in public relations; however, if no individuals meeting these criteria apply for appointment, City Council may appoint persons who do not possess such qualifications.

Section 3. Terms of Office

The term of office for the Mayor or the Mayor's designee shall be concurrent with the Mayor's term of office, and the term for the representative of the Oak Ridge Municipal Planning Commission shall be three (3) years or until termination of his or her membership on the Planning Commission, whichever occurs first. Of the remaining members, two (2) of those first appointed shall serve for three years, three (3) shall serve for two years, and two (2) shall serve for one year. Thereafter, all appointments to the Board from the community at large shall be for three (3) years and all terms shall commence on April 1.

Section 4. Vacancies

Whenever a vacancy occurs prior to the expiration of a term, City Council shall appoint a member to complete the balance of the unexpired term of office.

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Section 5. Compensation

The members of the Board shall serve without compensation but may be reimbursed for all necessary expenses incurred in the discharge of their duties in accordance with appropriations made by City Council. The Board is not otherwise authorized to make expenditure of City funds.

ARTICLE IV

Officers

Section 1. Election of Officers and Term

The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary who shall perform the duties prescribed by these bylaws and by the parliamentary authority cited herein. In accordance with Tennessee Code Annotated § 13-20-208, the Mayor or the Mayor's City Council designee shall serve as the Chair for a term that is concurrent with the Mayor's term of office. The Vice Chairperson and Secretary shall be elected by the Board from among its members for one-year terms of office that shall commence on May 1 of each year.

Section 2. Duties of the Chairperson

The Chair shall preside at meetings of the Board and with the assistance of City staff, shall prepare the agenda for the meetings and make copies available to the other Board members; shall sign the minutes of Board meetings and any other documents or instruments authorized to be executed by the Board, except in those situations where such execution has been expressly delegated by the Board or by these bylaws to another officer or is required by law to be otherwise handled; and in general shall perform all duties as may be prescribed by the Board from time to time, in accordance with all applicable State and City laws and procedures.

Section 3. Duties of the Vice Chairperson

The Vice Chairperson shall assume the duties of the Chair in the temporary absence or disability of the Chairperson; however, only the Mayor may designate a permanent replacement for the Chair.

Section 4. Duties of the Secretary

The Secretary, with the assistance of City staff, shall be responsible for the preparation of the minutes of the meetings of the Board. The minutes shall contain the names of Board members present and absent, shall report all actions taken by the Board, and shall record the vote of each Board member by name, noting if members are absent at the time of the vote. Upon approval of the minutes, the Secretary shall provide a signed copy to the City Clerk for filing and distribution to City Council. The Secretary shall keep a copy of the Board's minutes in a record book which shall be passed on to his or her successor; shall sign any documents or instruments which the Board has so authorized to be executed; shall assure that all notices are duly given as required by law, these bylaws, or the Board; shall call the meetings of the Board to order in the absence of the Chairperson or Vice Chairperson and shall conduct an election for a temporary presiding officer for that meeting; and shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board.

ARTICLE V

Meetings

Section 1. Regular Board Meetings

The Board shall hold regular meetings at least once each month at such time and dates designated by the Board. The meetings will be held in the Municipal Building Training Room or at such other location as may be designated by the Board. The Board shall give proper notice of all meetings in accordance with the laws of the State of Tennessee, and all meetings shall be open to the public. In the event there is no business to be conducted by the Board, a regular meeting may be cancelled upon notice issued at least one week prior to the regular meeting date. The agenda and supporting materials for a regular Board meeting will be mailed to each member at least one week prior to the scheduled meeting date.

Section 2. Special Meetings

Special meetings may be called as necessary to carry out the functions of the Board, provided that 24 hours notice of the meeting is given to each member and the news media.

Section 3. Quorum

At least a majority of the members then in office shall be a quorum for the transaction of business at all Board meetings, and the affirmative vote of at least a majority of the members then in office shall be required to take any action.

Section 4. Conduct of Business

The Board shall conduct its business in accordance with State law and the Highland View Redevelopment and Urban Renewal Plan, dated May 2004. To the extent possible, the following order of business shall be observed at regular meetings of the Board:

- a. Roll Call
- b. Approval of Minutes
- c. Unfinished Business
- d. Hearings
- e. New Business
- f. Announcements/Special Reports
- g. Miscellaneous
- h. Adjournment

ARTICLE VI

Rules and Procedures

The Board may adopt any rules and procedures it feels are advisable for the discharge of its duties; however, such rules and procedures shall be subject to the approval of the Oak Ridge City Council.

ARTICLE VII

Reports on Performance and Accomplishments

The Board shall prepare written reports on the Board's performance and accomplishments on at least an annual basis, and those reports shall be transmitted to City Council.

ARTICLE VIII

Parliamentary Authority

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 and any rules and procedures the Board may adopt.

ARTICLE IX

Amendments to the Bylaws

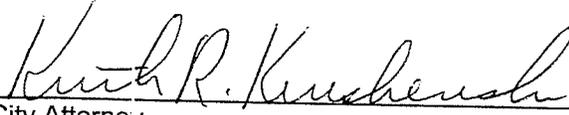
Subject to the approval of the Oak Ridge City Council, these bylaws may be amended or repealed in whole or in part at any meeting of the Board, provided that written notice of the proposed amendment or repeal is given in the notice of such meeting and at least one week in advance of the meeting.

ARTICLE X

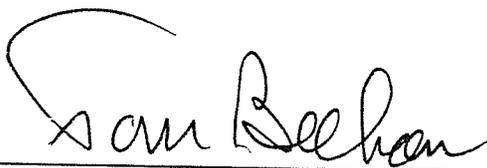
Adoption of Bylaws

In accordance with the authority granted by Resolution Number 2-17-05, and subject to the approval of the Oak Ridge City Council, these bylaws have been adopted by the Highland View Redevelopment Advisory Board on the 15th day of February, 2006.

APPROVED AS TO FORM AND LEGALITY:



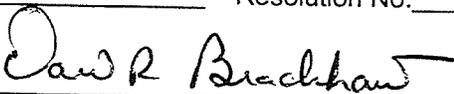
City Attorney



Chair, Highland View Redevelopment
Advisory Board

APPROVED BY CITY COUNCIL:

Date 2/20/06 Resolution No. 2-13-06



Mayor