

Last Amended: 1/14/2013
Last Adopted: 1/14/2013

**BYLAWS OF
THE OAK RIDGE MUNICIPAL PLANNING COMMISSION
OAK RIDGE, TENNESSEE**

ARTICLE I – THE COMMISSION

- A. Name of the Commission. The name of this Planning Commission shall be the “Oak Ridge Municipal Planning Commission,” which, for convenience, shall hereafter be referred to as the “Commission” in these bylaws.
- B. Office of the Commission. The office of the Commission shall be at the Municipal Building, Oak Ridge, Tennessee.
- C. Creation of the Commission. The Commission has been created by the Oak Ridge City Council pursuant to the provisions of Tennessee Code Annotated Section 13-4-101.

ARTICLE II – MEMBERS

- A. Number. The Commission shall consist of ten (10) members appointed by the Mayor and/or City Council as set forth in City Code Section 2-84.
- B. Appointment. Members are appointed as follows: one (1) member shall be the Mayor of the Oak Ridge City Council or the Mayor’s designated representative, one (1) member shall be a member of City Council as selected by a majority vote of City Council, and the remaining eight (8) members shall be appointed by the Mayor after receiving a recommendation from City Council.
- C. Term. The terms of the eight (8) members of the Commission appointed by the Mayor shall be for a four (4) year period, and shall begin and end as stipulated in the official appointment, or upon receipt by the City Clerk of the notice of the official appointment of the member’s successor, whichever is later. The term of the Mayor or the Mayor’s designee shall run concurrently with the Mayor’s term of office. The term of the City Council member shall be for two (2) years or at the expiration of said individual’s term of office on City Council, whichever occurs first.
- D. Oath of Office. Before assuming the duties of office, each member shall take the Oath or Affirmation of Office in the manner prescribed by law.
- E. Vacancies.
 - (1) Voluntary. Any member desiring to resign from the Commission 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. Any notice of resignation may be revoked or countermanded in like manner at any time, prior to midnight of its effective date or prior to the election of their successor by the Oak Ridge City Council. In such event, said member shall be deemed to be reinstated or continued in office.
 - (2) Automatic. Any member of the Commission who shall move to a principal residence located outside the city limits of Oak Ridge shall be deemed to have automatically vacated the office.
 - (3) Attendance. When a member of the Commission is absent from three (3) regularly-scheduled or regularly-called meetings during the Board’s term-year, the Chairperson shall request that the member provide a written explanation of the absences. The

Commission shall determine whether to accept or reject the explanation by a majority vote. If the Commission votes to accept the explanation, the absences shall be considered "excused" and will not accrue for purposes of removal from the Board. If the Commission votes to reject the explanation, the absence will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no effort 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.

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, the Commission rejects the explanation of absences or no explanation is forthcoming, the member shall be notified that he/she has been removed from the Commission in accordance with City Council policy. The Chairperson of the Commission shall notify the Mayor and City Council of the vacancy by letter so that the member's vacancy can be filled at an upcoming City Council meeting.

- F. Replacement. In the event of resignation, automatic vacancy, or removal of any member of the Commission, the City Clerk shall notify the Mayor.

ARTICLE III – MEETINGS

- A. Type; Number. The meetings of the Commission shall consist of a regular annual meeting and eleven (11) regular monthly meetings held each year, together with such special meetings as may be deemed appropriate and called pursuant to these bylaws.
- B. Time; Place. The annual meeting shall be held in the Municipal Building on the third Thursday of January, or at such time and place as may be designated by resolution of the Commission. Regular meetings shall likewise be held in the Municipal Building on the third Thursday of each calendar month, or at such other time and place as may be designated by resolution of the Commission; **regular meetings for the months of November and December shall be held the third Thursday.** Special meetings shall be held in the Municipal Building at the time designated by the notice of meeting, or at such other place as may be designated by said notice.
- 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.
 - (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 Commission upon written request to the Chairperson or the Director of Community Development, or by resolution approved by 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 mailed or otherwise delivered to each member of the Commission in order that said notice shall be received by each such member at least two (2) days prior to the meeting.
- (2) Special Meetings. The notice of a special meeting for matters not pertaining to the Zoning Ordinance shall be mailed or otherwise delivered to each member of the Commission in order that the member shall receive said notice at least twenty-four (24) hours prior to the meeting. For matters pertaining to amendments to the Zoning Ordinance said notice shall be mailed or otherwise delivered at least forty-eight (48) hours prior to the meeting.
- (3) Work Sessions. Commission Work Sessions shall be called by the Chairperson to address business or planning issues. No formal action will be taken at the work sessions. All votes will be to recommend action at the regular meeting.
 - i. Business Work Sessions shall be held as required to review submittals for action by the Commission at the next regular meeting. The Business Work Session shall be held at least one week prior to the regular meeting.
 - ii. Policy Work Sessions shall be held as needed to address changes to the Zoning Ordinance, Comprehensive Plan, Subdivision Regulations or other items as deemed appropriate by the Chairperson.

ARTICLE IV – OFFICERS

- A. Title; Number. The officers of the Commission shall consist of a Chairperson, Vice Chairperson, Secretary, and such other officers as the Commission may deem appropriate, who shall be elected by and from official members of the Commission.
- B. Election.
 - (1) Time. The election of officers shall be held at the annual meeting of the Commission, provided that written notice of said election has been given in accordance with these bylaws. If such notice has not been given, the election shall be held at the next regular meeting of the Commission.
 - (2) Method. Each member of the Commission shall be furnished with a printed ballot listing all members, and each member shall indicate his or her preference for the officer being elected. A majority vote of members present shall be required to elect any officer, and in the event no one receives a majority vote on the first ballot, the balloting shall continue until some person receives a majority vote.
- C. Tenure. Officers of the Commission shall serve for a period of one (1) year, or until the next following 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 Commission. All officers shall be eligible for reelection for consecutive terms.
- D. Vacancies. In the event any elective office shall become vacant, the Commission 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 Commission, 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 Roberts Rules of Order.
- (2) Except as otherwise provided by law or authorized by resolution of the Commission, the Chairperson shall sign all communications from the Commission to City Council and any contracts entered into by the Commission.
- (3) The Chairperson shall ensure issuance to all new members of the Commission the latest available revision of the following documents:
 - (a) Zoning Ordinance and Map of the City of Oak Ridge;
 - (b) Oak Ridge Subdivision Regulations;
 - (c) Bylaws of the Oak Ridge Municipal Planning Commission;
 - (d) Comprehensive Plan, City of Oak Ridge; and
 - (e) Any other current reports and documents necessary to fully inform such new member of the business presently before the Commission.
- (4) As expeditiously as possible, the Chairperson shall issue to all members of the Commission copies of reports, documents, and/or revisions thereof, pertaining to the business of the Commission.
- (5) Upon approval of any Zoning Ordinance and Subdivision Regulation, and/or any revision thereof, by the City Council, the Chairperson shall forward copies of each such document to such other governmental agencies or bodies as shall be necessary.

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 keep all records of the Commission's proceedings required by law and/or these bylaws, and perform such other duties in regard to such records as the Commission may direct.
- (2) The Secretary shall prepare such certifications of records and transcripts as the Commission may direct, and shall prepare and transmit a certified copy of such records and transcripts to any person entitled to them.

- (3) In the absence or disqualification of the Chairperson and Vice Chairperson, the Secretary shall preside at the meetings of the Commission.

ARTICLE VI – COMMITTEES

- A. Type. The committees of the Commission shall consist of standing committees and ad hoc committees as may be established pursuant to the provisions of these bylaws.
- B. Establishment; Term.
- (1) Standing Committees. A majority of the members of the Commission may establish such other standing committees as shall be deemed necessary or appropriate. Such committees shall continue until dissolved by a majority vote of the members of the Commission.
- (2) Ad Hoc Committees. The Chairperson may establish such ad hoc committees, as he or she deems necessary or appropriate. Any ad hoc committee shall be dissolved not later than six months from date of its inception unless extended by the Chairperson or by majority vote of the Commission. Any extensions shall be for intervals of not more than sixty (60) days each and may continue until a majority of the Commission shall vote that such committee's work has been satisfactorily completed.
- C. Members; Appointment; Tenure. The Chairperson of the Commission shall appoint all members of committees and shall designate a member thereof as Chairperson. Memberships and chairpersonships of committees shall be designated and announced upon establishment of such committees. All committee members shall serve until new appointments are made or until the committee is dissolved.

ARTICLE VII – DUTIES OF COMMITTEES

- A. Standing Committees. The duties of all standing committees shall be established by the Commission at the time such committee is established.
- B. Ad Hoc Committees. The duties of all ad hoc committees shall be established by the Chairperson of the Commission, who shall give detailed instructions of the purpose and scope of such committee, and shall schedule such studies and reports, as he or she may deem appropriate.

ARTICLE VIII – PROCEDURE

- A. Quorum. A majority of members of the Commission (six) shall constitute a quorum for the purpose of transacting all business before the Commission. 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. 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.

B. Agenda.

- (1) Preparation. The agenda for meetings shall be prepared by the Planning staff from items suggested by the members of the Commission, City Council, or by individuals or groups of the general public desiring Commission action. Any items which require engineering review and staff technical evaluation shall have been completely studied to the satisfaction of the planning staff.
- (2) Contents. Insofar as practical, the agenda of a regular meeting shall contain only such items as have been received, studied, and reviewed in time to be placed on the agenda two (2) weeks before the date of the meeting. The Director of Community Development shall determine the advisability of placing items on the regular agenda less than two (2) weeks prior to a regular meeting. The agenda for a special meeting shall be prepared by the planning staff and shall be stipulated in writing.
- (3) 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 with the notice of meeting, at least two (2) days prior to regular meetings and at least twenty-four (24) hours prior to special meetings.
- (4) Business Transacted at Special Meetings. The Commission shall transact only such business at special meetings as that designated in the agenda sent to each member.

C. Chairperson Pro Tempore. In the event the Chairperson, Vice Chairperson, and Secretary are absent, or leave from any meeting, the remaining members shall elect a chairperson pro tempore from the members present and continue with the necessary business of the Commission.

D. Voting.

- (1) Number. Each official member of the Commission present shall be entitled to cast one vote.
- (2) Required Majority. A concurring vote of a majority of the members of the Commission present shall be required to take action on all matters which come before the Commission.
- (3) 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 a show of hands.
- (4) Recording. The Chairperson shall announce the results of all votes and shall direct that the results be recorded in the official minutes of the Commission.
- (5) Personal Interest. Any official member of the Commission having a direct or indirect personal financial interest in a matter before the Commission shall excuse himself or herself from the dais and shall abstain from voting on such matter.

E. Records.

- (1) Minutes. All proceedings of the Commission shall be kept in a journal for the purpose and identified as the minutes of the Oak Ridge Municipal Planning Commission.

- (2) Bound Copies. The bound official minutes of each calendar year shall be transmitted to the offices of the City Clerk and the Planning Commission and to the Public Library of Oak Ridge, Tennessee for reference and safekeeping.
- F. Rules. Except as otherwise provided by law or the bylaws, Robert's Rules of Order shall govern the procedure followed at Commission meetings provided, however, all meetings shall be conducted as informally as practical as long as the rules of courtesy and decorum are observed.
- G. Amendments; Zoning Ordinance. All applications for amendments to the Zoning Ordinance text and/or map shall be submitted to the Commission for study. Upon completion of such study, the Commission shall then submit its recommendations to the City Council for approval or disapproval.
- H. Amendments; Subdivision Regulations. All proposed amendments to the Subdivision Regulations shall be referred to the Subdivision Committee for study. Upon completion of such study, the Subdivision Committee shall submit its recommendations to the Commission for further consideration and adoption.
- I. Capital Improvements Program. The Commission shall review annually the capital project needs of the City and make recommendations regarding such projects and priorities to City Council as required in the City Charter, Article III, Section 6.

ARTICLE IX – 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 Commission, provided that any proposed amendment shall have been provided to the Commission members at least seven (7) days prior to the meeting at which it is to be considered.
- C. Review. The Chairperson shall call for amendments to the bylaws at each annual meeting, if requested, and shall designate the committees to make such review.
- D. 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 OAK RIDGE MUNICIPAL
PLANNING COMMISSION

Jerry C. Dornum
Chairperson

APPROVED BY OAK RIDGE CITY COUNCIL

Thomas J. Beebe
Mayor

Amended: 1/14/2013

Adopted: 1/14/2013