

TITLE II
PLANNING AND ZONING

CHAPTER

1. MUNICIPAL PLANNING COMMISSION, 11-101--11-103.

CHAPTER 1

MUNICIPAL PLANNING COMMISSION

SECTION

11-101. Creation and membership.

11-102. Organization, powers, duties, etc.

11-103. Additional powers.

11-101. Creation and membership. Pursuant to the provisions of 13-501 of the Tennessee Code Annotated there is hereby created a municipal planning commission, hereinafter referred to as the planning commission. The planning commission shall consist of seven (7) members; three of these shall be the mayor and two other members of the governing body selected by the governing body; the other four (4) members shall be appointed by the mayor. All members of the planning commission shall serve as such without compensation. Except for the initial appointments, the terms of the four (4) members appointed by the mayor shall be for three (3) years each. Two of the initial memberships shall be for one (1) year, one for two (2) years and one (1) for three (3) years, so that the term of ^{at least} one member expires each year. The term of the mayor and the member~~s~~ selected by the governing body shall run concurrently with their terms of office. Any vacancy in an appointive membership shall be filled for the unexpired term by the mayor.

11-102. Organization, powers, duties, etc. The planning commission shall be organized and shall carry out its powers, functions and duties in accordance with Section 13-601 through Section 13-609 of the Tennessee Code Annotated.

11-103. Additional powers.¹ Upon being designated as a regional planning commission, the municipal planning commission shall have the additional powers granted by, and shall otherwise be governed by the provisions of the state law relating to regional planning commissions.

¹To make this section effective the municipality should request the state planning commission, under authority granted by 13-202 of the Tennessee Code Annotated, to designate the municipal planning commission as a regional planning commission.

MEMORANDUM

To: Mount Carmel Planning Commission
From: Planning Staff
Date: March 6, 1974

Subject: CHANGE IN PLANNING COMMISSION BY-LAWS

The Board of Mayor and Aldermen have passed an ordinance to increase planning commission membership to ten. In complying with this ordinance, planning commission by-laws should be amended to read as follows:

ARTICLE III. MEETINGS

Section 3. Quorum. A majority of the membership of the Planning Commission shall be five (5) members and shall constitute a quorum. A quorum shall be present before any business is transacted.

Section 4. All plans, reports and recommendations of the Planning Commission must be approved by at least six (6) members.

Section 5. Manner of Voting. The voting on all questions coming before the Commission shall be by roll call and the ayes and nyes shall be entered upon the minutes of such meeting, except that when the vote of all Commissioners present is unanimous, the record of such unanimous vote shall be sufficient.

KM:ph

BY-LAWS
OF
THE MOUNT CARMEL PLANNING COMMISSION
Mount Carmel, Tennessee

ARTICLE I. THE COMMISSION

Section 1. Name of Commission. The name of the Commission shall be Mount Carmel Municipal Planning Commission as established and provided by TCA, Section 13-501.

Section 2. Office of Commission. The office of the Commission shall be at City Hall where the official meetings shall be held, except that such meetings may be held at such other places as may be designated by resolution.

ARTICLE II. OFFICERS

Section 1. Officers. The officers of the Commission shall be a Chairman, a Vice Chairman, and a secretary.

Section 2. Elections. The Chairman, Vice Chairman and Secretary shall be elected at the annual meeting of the Commission from among the appointive members to serve for terms of one year, with eligibility for re-election.

Section 3. Chairman. The Chairman shall preside at all meetings of the Commission. Except as otherwise authorized by the Commission, the Chairman shall sign all contracts, reports and instruments made by the Commission. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Commission.

Section 4. Vice Chairman. In the absence or incapacity of the Chairman, the Vice Chairman shall perform his duties until such time as a new Chairman is elected.

Section 5. Secretary. The Secretary shall keep a full record of all proceedings of the Commission, including a record of all votes, in a journal of proceedings kept for the purpose and identified as the "Minutes of the City Planning Commission" and shall perform such other duties in regard to records, including the certification of record transcripts, as the Commission may direct.

Section 6. Vacancies. Should the office of Chairman or Vice Chairman become vacant, the Commission shall, at its next regular monthly meeting, elect a successor in the manner prescribed for the election of such officer and such election shall be for the unexpired term of said officer. Any vacancy in an appointive membership shall be filled for the unexpired term by the Mayor, who shall also have the authority to remove any appointive member at his pleasure.

Section 7. Director of Planning. There shall be a Director of Planning who shall be selected by the Commission, who shall be qualified by special training and experience in the field of city planning. He shall be the technical adviser to the Commission. The staff representative of the Upper East Tennessee Regional Office of the Tennessee State Planning Commission may be designated as the Director of Planning.

ARTICLE III. MEETINGS

Section 1. Regular Meetings. Regular meetings of the Commission shall be held monthly on the 1st Tuesday of each month at 7:15 P.M. in the office of the Commission, City Hall, or at such other place as may be designated.

Section 2. Special Meetings. The Chairman of the Commission may, when he deems it expedient and shall, upon the written request of two (2) members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for such special meeting may be delivered to each Commissioner or may be mailed to each Commissioner at such address as he shall have previously designated. At such special meeting no business shall be considered other than is designated in the call, but if all the members of the Commission are present at a special meeting any and all business may be transacted at such special meeting.

Section 3. Quorum. Four (4) Commissioners shall constitute a quorum for the purpose of conducting the business of the Commission, but a smaller number may adjourn from time to time until a quorum is obtained. The concurring vote of a majority of the quorum present shall be required to take final action on any matter before the Commission.

Section 4. Manner of Voting. The voting on all questions coming before the Commission shall be by roll call and the ayes and nyes shall be entered upon the minutes of such meeting, except that when the vote of all Commissioners present is unanimous, the record of such unanimous vote shall be sufficient.

ARTICLE IV. MEMBER ATTENDANCE

In order for the Planning Commission to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. When any member has been absent for three (3) consecutive regular meetings, the secretary shall notify such member in writing of his absences and if such member fails to attend the next regular meeting following such notification the Planning Commission shall take such action as it deems proper.

ARTICLE V. AMENDMENTS

Section 1. The By-Laws of this Commission may be amended at a regular or special meeting but no amendment shall be adopted unless at least four (4) days' written notice thereof has been previously given to all members of the Commission.