

**B Y - L A W S**  
**PARSONS MUNICIPAL - REGIONAL PLANNING COMMISSION**

**ARTICLE I**  
**AUTHORITY**

These by-laws are adopted under the authority of the ordinance of Parsons, Tennessee and the Tennessee Code Annotated and amendments thereto as set forth in Section 13-3-103 as follows... "Each regional Planning Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which shall be a public record."

**OBJECTIVES**

The objectives and purposes of the Parsons Municipal-Regional Planning Commission shall be as set forth in Section 13-3-101 through 13-3-105 of the Tennessee Code Annotated and amendments and supplements thereto, and those powers and duties delegated to the Planning Commission by the chief legislative body in accordance with the above mentioned enabling law.

**ARTICLE II**  
**OFFICERS AND THEIR DUTIES**

- Section 1. The officers of the Planning Commission shall consist of a Chairman, Vice-Chairman, and Secretary.
- Section 2. The Chairman shall preside at all meetings and hearings of the Planning Commission and have duties normally conferred by parliamentary usage of such officers.
- Section 3. The chairman shall be one of the appointive members of the Planning Commission. He shall have the privilege of discussing all matters before the Planning Commission and to vote thereon.
- Section 4. The Vice-Chairman may be one of the appointive members of the Planning Commission and shall act for the Chairman in his absence.
- Section 5. The Secretary shall keep the minutes and records of the Planning Commission, certify planning commission approval of subdivision plats and other documents acted upon by the Planning Commission, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a secretary or requested by the Chairman.

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**ARTICLE III**  
**ELECTION OF OFFICERS**

- Section 1. Nomination of officers shall be made from the floor and officers shall be elected at an annual organizational meeting which shall be held at the first meeting in each year during which time the chief legislative officer shall act as chairman pro tem.
- Section 2. The nominee for each office receiving a majority vote of the entire membership of the Planning Commission shall be declared elected.
- Section 3. The term of office of each officer of the Commission shall be one (1) year, or until the selection and qualification of his successor.
- Section 4. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

**ARTICLE IV**  
**MEETINGS**

- Section 1. All meetings of the Parsons Municipal-Regional Planning Commission shall be held on the second Tuesday at 5:00 **PM** at Parsons City Hall or such other place and time as shall be designated in advance by the Chairman. In the event of any vacancy on the Commission, a majority of the members still acting shall constitute a quorum.
- Section 2. A majority of the entire membership of the Planning Commission shall constitute a quorum. A quorum shall be present before any business is transacted.
- Section 3. All plans, reports and recommendations of the Planning Commission must be approved by a majority of the voting members of the Commission.
- Section 4. A record of the vote of each member on each major question shall be kept as a part of the minutes.
- Section 5. Special meetings of the Planning Commission may be called: (1) by the Chairman upon written notice, (2) by the Vice-Chairman if the Chairman is not acting or (3) by any one of five (5) members of the Commission by giving at least five (5) days notice thereof.
- Section 6. Except as set forth herein, Roberts Rules of Order shall prevail as to any matters of procedure.
- Section 7. All meetings at which official action is taken shall be open to the general public.

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- Section 8. An affirmative vote of a majority of the members attending the meeting is necessary for approval of any proposed subdivision or zoning matter and in the event that a majority of those present at the meeting shall not vote affirmatively on a matter, the matter shall be recommended as not approved.
- Section 9. Proxies may be given for the purposes of a quorum, but proxies may not be used for an affirmative vote to approve any matter.

**ARTICLE V**  
**ORDER OF BUSINESS**

The order of business at regular meetings shall be:

- (a) Roll call (either visual or verbal)
- (b) Approval of minutes of previous meeting
- (c) Old Business
- (d) Hearing of persons having business with the Commission
- (e) Reports of officers and committees
- (f) Other new business not considered in (c) above
- (g) Adjournment

**ARTICLE VI**  
**PROCEDURE**

- Section 1. All matters to be presented to the Commission shall be filed in final form not later than ten (10) days prior to the meeting at which a recommendation is sought.
- Section 2. An agenda of matters to be presented at the meeting shall be prepared by the planning assistance staff and mailed to the planning commission prior to the general meeting and no additions to the agenda shall be allowed except by unanimous consent of the commission members present.
- Section 3. All votes shall be by voice vote and shall be recorded by the secretary and kept in the official minutes of the meeting.
- Section 4. The minutes of the meeting shall be the official acts of the Commission and any change therefrom in any correspondence shall not be valid.
- Section 5. The Secretary shall be responsible for the correctness of all minutes, although the actual taking of the minutes may be delegated to other persons.

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Section 6. The agenda may be amended or added to only by unanimous consent of the members present at the meeting and only upon motion presented at the meeting to add a matter to the agenda.

**ARTICLE VII**  
**FILING**

Section 1. All matters to be presented to the Commission shall be filed with the City Administrator with the number of copies directed by City Administrator and shall be deemed filed only after payment of all fees. All matters shall be submitted to the special planning assistance staff as required.

**ARTICLE VIII**  
**REPORTING TO MAYOR AND BOARD**

Section 1. After the Commission shall have acted upon any matter, the action of the commission shall be certified by the commission secretary and delivered for action by the Board of Mayor and Aldermen as provided by the Ordinances of the City of Parsons.

Section 2. Upon request the chairman of the Planning Commission shall present to the Board the reasons for the action by the Planning Commission, either personally or by designated person in his stead.

**ARTICLE IX**  
**COMMITTEES**

Section 1. The Chairman shall have the right to appoint such members to special committees as he may deem proper.

Section 2. The chairman shall be ex-official member of any committee and shall have the right to cast a vote as a member of such committee.

**ARTICLE X**  
**EMPLOYEES**

Section 1. The Planning Commission may appoint or employ such staff as it may deem necessary for its work and may contract with city planners and other consultants for such services as it may require.

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**ARTICLE XI**  
**HEARINGS**

- Section 1. In addition to those required by law, the Commission may at its discretion, hold public hearings when it decides that such hearings will be in the public interest.
- Section 2. Notice of such hearings shall be published in a newspaper of general circulation within the planning area at least ten (10) days prior to the date of such public hearings.
- Section 3. The case before the Board shall be presented in summary by the Secretary or a designated member of the Commission and parties in interest shall have the privilege of the floor. No statement shall be recorded or sworn to as evidence of any court of law without notice to the parties.
- Section 4. A record shall be kept of those speaking before the Commission shall be kept in the files of the Planning Commission.

**ARTICLE XII**  
**PROVISION FOR AMENDMENT**

- Section 1. These rules may be amended by a two-thirds majority vote of the entire membership of the Planning Commission at any time by placing on the agenda of any regular meeting an item for their amendment or by a Special Meeting called for that purpose as set forth herein.

Amended on this 9<sup>th</sup> day of June, 2014

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John Long, Chairman

ATTEST:

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Tom Leitch, Secretary

Amendments

09-07-1989

Article IV, Section 1; Article VI, Section 1 and Article II, Section 5

06-09-2014

Article II, Section 1 (dropped Treasurer); Article IV, Section 1 (changed time)