

**BYLAWS  
OF THE  
JACKSON MUNICIPAL REGIONAL PLANNING COMMISSION  
JACKSON, TENNESSEE**

**ARTICLE I  
AUTHORITY AND OBJECTIVE**

- SECTION 1. This Commission was established pursuant to ordinances adopted by the Board of Commissioners of the City of Jackson, Tennessee, on February 9, 1945 and July 21, 1961 under authority of Section 13-501 of the Tennessee Code Annotated. Regional powers were granted the Commission on March 15, 1950 by the authority of the Tennessee State Planning Commission not to exceed five miles beyond the Corporate Limits of the City of Jackson. These Bylaws are adopted under the authority of Tennessee Code Annotated and amendments thereto as set forth under Section 13-502 "...the Commission shall adopt rules for the transactions, findings, and determinations, which record shall be a public record."
- SECTION 2. The objectives and purposes of the Jackson Municipal Regional Planning Commission shall be as set forth in Sections 13-4-1-1 through 13-4-105 and Section 13-3-101 et seq. of the Tennessee Code Annotated, and amendments and supplements thereto, and those powers and duties delegated to the Planning Commission by the City Council.

**ARTICLE II  
MEMBERS**

- SECTION 1. The Planning Commission shall consist of nine (9) members, seven (7) of which shall be appointive members designated by the Mayor and ratified by the City Council; the eight (8<sup>th</sup>) member shall be the Mayor; and the ninth (9<sup>th</sup>) member shall be one of the City Council Members.
- SECTION 2. The terms of the appointive members shall be three years with a staggered expiration date in accordance with the Tennessee Code Annotated.

**ARTICLE III  
OFFICERS**

- SECTION 1. The officers of the Planning Commission shall consist of:
- A **Chairman** shall preside at all meetings and hearings of the Planning Commission with all duties and powers normally conferred by parliamentary usage on such officer. He/She shall have the power to appoint committees, call special meetings and perform such other duties as may be ordered by the Commission; he/she shall have the privilege of discussing all matters before the Commission and to vote thereon.

A **Vice-chairman** shall preside at all meetings in the absence of the Chairman and shall act for the Chairman in case of his/her inability to act.

A **Secretary:** The Director of the Planning Department shall be Ex-Officio Secretary for the Commission. He/She shall keep the minutes and records of the Commission; prepare the agenda of regular and special meetings, arrange proper and legal notice of hearings, attend to correspondence of the Commission and other duties as prescribed by the Commission.

SECTION 2. The Chairman and Vice-chairman shall be elected from the appointive members for a term of one year or until successors are selected and assume office. They shall be elected at the annual organizational meeting, which shall be the regular March meeting, and shall take office immediately following their selection. The Director of Planning shall act as chairman pro tem at this meeting until the election is completed. All officers shall be eligible to succeed themselves. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedures.

#### **ARTICLE IV** **MEETINGS**

SECTION 1. Regular monthly meetings shall be held on the first Wednesday of each month at 3:00 PM in the George A. Smith Meeting Room on the first floor of City Hall or such other place as designated in advance by the Chairman. Any regular meeting may be recessed to a definite date by the Chairman.

SECTION 2. Special meetings, when necessary may be called by the Chairman or five members of the Planning Commission. The necessity of such a meeting may be brought to the attention of the Chairman or Vice-chairman by the Director of Planning. The notice of the special meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the members of the Commission in attendance. The Chairman, through the Director of Planning, shall notify all members of the Commission not less than forty-eight (48) hours in advance of such special meeting.

SECTION 3. A majority of the entire membership shall constitute a quorum. A quorum shall be present before any business is transacted. All plans, reports and recommendations of the Planning Commission must be approved by a majority of all members present. Failure of the Planning Commission to approve any plan, report or recommendation by a majority of those members present shall be deemed a denial of said plan, report or recommendation. A record of the vote of each member on each major question shall be kept as a part of the minutes.

SECTION 4. All regular meetings shall be open to the general public.

- SECTION 5.
- a. The Commission will follow a practice of considering only such items of business at any meeting that have been included on the printed agenda furnished each member at least five days prior to the meeting, and that this apply equally to items property considered at previous meetings and to be reconsidered for any reason.
  - b. As an exception to the above practice, items not on the agenda be considered only on the following basis:
    1. After the Chairman, when he considers that an item not on the agenda deserves special consideration, has stated to the members present its general nature without going into specific detail, displaying any drawings or plans, or allowing any discussion of the details of the matter; and
    2. After a motion for consideration of the item in question been made and received a **unanimous vote** of the members present.

SECTION 6. The order of business at regular monthly meetings shall be:

- a. Roll Call/Determination of a Quorum
- b. Approval of Minutes of Previous Meeting
- c. Zoning Amendments
- d. Subdivision Review
- e. Site Plan Review
- f. Other Business
- g. Reports of Staff Officers and Committees
- h. Adjournment

SECTION 7. Action on any agenda item shall, unless otherwise provided, be acted upon at the conclusion of discussion on same.

#### **ARTICLE V** **COMMITTEES**

SECTION 1. An Executive Board consisting of the Chairman, Vice-chairman and the Mayor may review any major staffing or administrative procedure that may arise.

SECTION 2. Special committees may be appointed by the Chairman for purposes and terms which the Planning Commission approves.

#### **ARTICLE VI** **EMPLOYEES**

SECTION 1. The Planning Commission may recommend to the City Council the appointment of such employees and professional staff as it may deem

necessary for its work and may contract with other consultants for such services as it may require subject to approval of the legislative body.

SECTION 2. The Director of Planning shall take action or make recommendations in the name of the Planning Commission, in accordance with such plans, policies and procedures as are approved or established by the Commission from time to time, provided that where there is a serious public controversy or uncertainty or doubt as to the plans, policies or procedures approved or established by the Commission, presentation of the matter shall be made at a Commission meeting. Among other, the Director shall:

- a. Make recommendations to the City Council relative to the conversion of alleys to easements in residential districts.
- b. Make land use and facilities-location recommendations to the City Council and to other individuals or groups making inquiry.
- c. Make recommendations to the City Council relative to street and alley vacation, opening, extension, widening and dedication.
- d. Make recommendations to the Board of Zoning Appeals relative to zoning technicalities and procedures.
- e. Grant final approval of one-lot sell-off of land of sufficient size and which, in his opinion, is not a circumventing of the Subdivision Regulations.
- f. Make periodic visits to public and private offices as the Commission's representative where effective liaison is necessary to the implementation of plans and policies.
- g. Make requisition and purchase of supplies, materials and equipment in conformity with the budget appropriation.
- h. Guide the development of subdivisions and administer the Subdivision Regulations and established procedure policy.

## **\*ARTICLE VII** **HEARINGS**

SECTION 1. As required by law, the Planning Commission shall hold regular public hearings, after due notice, when considering any amendment to its Subdivision Regulations. Notice of regular hearings on any amendment to the Subdivision Regulations shall be published in a newspaper of general circulation within the planning region at least thirty (30) days prior to the date of such public hearing.

SECTION 2. The case before the Planning Commission shall be presented in summary by the Director of Planning or by a designated member of the Commission in his absence. Parties in interest shall then have the privilege of the floor.

SECTION 3. A record shall be kept of those speaking before the Commission.

**ARTICLE VIII**  
**AMENDMENT**

These Bylaws may be amended at a regular meeting by a two-thirds majority vote of the entire membership of the Planning Commission after the amendment having been proposed at the previous regular meeting. Each member shall receive a copy of the proposed amendment at or immediately following the meeting at which the proposal is presented.

ADOPTED: July 1, 1970

\*Amended: 5/4/04