

BY-LAWS
TOWN OF THOMPSON'S STATION
DESIGN REVIEW COMMISSION
Adopted February 26, 2015

GENERAL REVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Thompson's Station Municipal Design Review Commission shall be set forth in Title 6, Chapter 2, Part 2 (Section 6-2-201) and Title 13, Chapter 4 relative to municipal authority, Tennessee Code, and amendments and supplements, thereto.

SECTION 2. OFFICE AND RECORDS OF THE COMMISSION

The meeting place of the Commission shall be the Thompson's Station Community Center building or Town Hall. The office and records of the Design Review Commission are maintained in the Office of the City Recorder of Thompson's Station located in the Town Hall/Depot Building and shall be available for public inspection during regular business hours. A record of the business conducted at all Design Review Commission meeting shall be kept in a Minute Book, which shall record the names of all Commissioners present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all Commissioners on any item of business on which a vote is taken.

SECTION 3. APPOINTMENT

The Design Review Commission of Thompson's Station, is hereby established and confirmed as a five (5) member Board. The Board of Mayor and Aldermen shall appoint two members for a three year term, two members for a two year term and one member for a one year term. The terms of office, succession, removal, filling of vacancies, and their powers and duties, shall be as provided in the Tennessee Code Annotated.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Design Review Commission shall be the regular January meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Design Review Commission.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Design Review Commission shall be held at the Thompson's Station Community Center or Town Hall on the first Wednesday of every month at 4:00 p.m. At such meetings, the Commission shall consider all matters properly brought before the Commission without the necessity of prior notice, therefore, given to any members. The Commission by a unanimous vote of all members present may add items to agenda that are presented to the Chairperson or staff prior to the meeting.

SECTION 6. PUBLICATION

Notice of all regular meetings of the Design Review Commission shall be posted prior to each meeting at the Thompson's Station Town Hall with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area, with an agenda, prior to holding such meeting.

SECTION 7. SPECIAL MEETINGS

Special meetings of the Design Review Commission shall be held at a time and place designated by the officer calling the same and shall be called by the Chairperson or three members of the Design Review Commission. Written notice and an agenda of items to be considered at the meeting, shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

SECTION 8. QUORUM

At any meeting of the Design Review Commission, a quorum shall consist of three (3) Commission members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 9. AGENDA

The Chairperson of the Design Review Commission or other designated official shall have prepared for each meeting and agenda specifying the order in which the items of the business shall appear before the Commission. All items shall be submitted to the Planning Commission prior to acceptance for review by the Design Review Commission. This requirement may be waived where, in the opinion of the Design Review Commission Chairperson, circumstances demand immediate consideration. The Design Review Commission Chairperson shall see to it that the agenda is sent to each member of the Design Review Commission and staff representative before the meeting.

SECTION 10. VOTING

At all meeting of the Design Review Commission, each member attending shall be entitled to cast one (1) vote. Voting shall be by roll call votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. On minor matters and at the discretion of the Chairperson, a voice vote will be sufficient.

SECTION 11. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflict of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

SECTION 12. PROCEEDINGS

A. At any regular meeting of the Design Review Commission, the following shall be the regular order of business:

1. Roll Call.
2. Minutes of the preceding meeting.
3. Business Items.
4. Report of the Chairperson.
5. Report of the Design Review Staff.
6. Adjournment.

- B. Each formal action of the Design Review Commission required by law, town charter, rule or regulation shall be embodied within the Minute Book after an affirmative vote as provided in SECTION 5, hereof.

SECTION 13. RULES OF PROCEDURE

All meetings of the Design Review Commission shall be conducted in accordance with Robert's Rules of Order, unless otherwise stated.

OFFICERS

SECTION 14. OFFICERS

The officers of the Design Review Commission shall consist of a Chairperson, Vice Chairperson, and Secretary elected by the Commission at the annual meeting for a term of one (1) year. In the event the Secretary shall be absent from any meeting, the officer presiding shall designate an acting Secretary.

SECTION 15. DUTIES OF OFFICERS

The duties and powers of the officers of the Design Review Commission shall be as follows:

- A. Chairperson
1. To preside at all meetings of the Commission.
 2. To call special meetings of the Commission in accordance with these By-Laws.
 3. To sign documents of the Commission.
 4. To see that all actions of the Commission are properly taken.
- B. Vice Chairperson
- During the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
- C. Secretary
1. To keep or to assure that the minutes of all meetings of the Commission are kept in the Minute Book.
 2. To give or serve all notices required by law or by the By-Laws.
 3. To be custodian of Commission records.
 4. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.

5. To sign official documents of the Commission. In the absence of the Secretary, official documents may be signed by the Town of Thompson's Station Administrator.
6. All of the foregoing secretary duties can be delegated, except for signature, to the Town Recorder for ministerial duties enumerated.

SECTION 16. ATTENDANCE

The absence by any member from three (3) consecutive regular meeting or five (5) of the 12 regular meetings held in one (1) year may be grounds for removal by the Mayor. Notice of excessive absenteeism will be submitted in writing to the Mayor by the Secretary of the Commission. At Mayor's discretion, any extenuating circumstances to enforcing this provision may be considered.

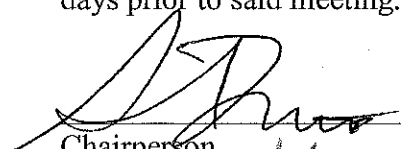
SECTION 17. VACANCIES

Should any vacancy occur among the members of this Design Review Commission by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor by the Secretary. Should any vacancy occur among the offices of the Design Review Commission, the vacant office shall be filled in accordance with SECTION 3, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

AMENDMENTS

SECTION 18. AMENDING BY-LAWS


These By-Laws may be amended at any meeting of the Design Review Commission provided that a notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.



Chairperson



Vice Chairperson



Secretary