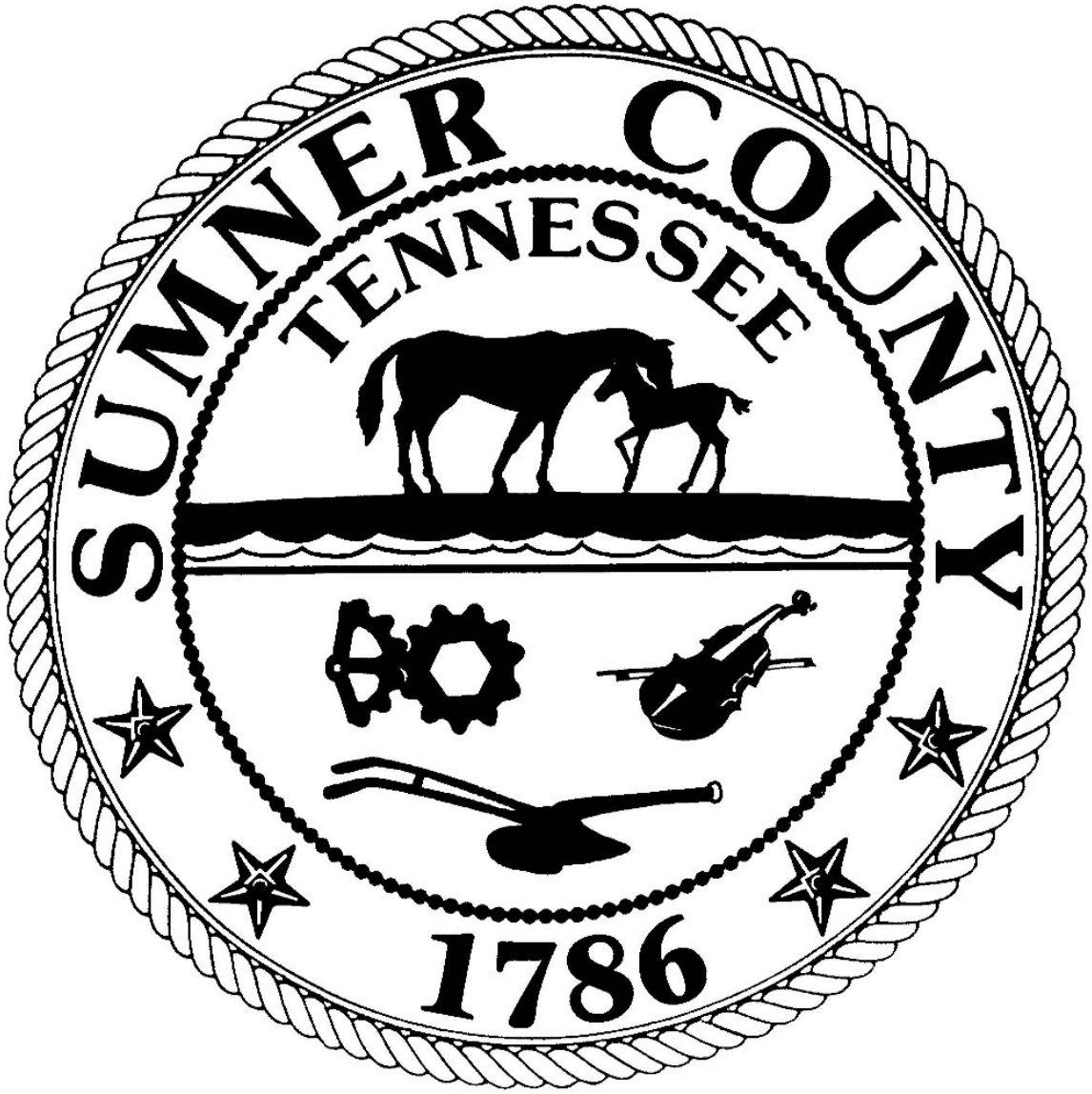
Sumner County
Board of County Commissioners

Standing Rules and Procedures



Adopted September 1, 2022 & updated October 17, 2022, May 20, 2024, August 26, 2024, September 16, 2024, December 16, 2024, and August 18, 2025

STANDING RULES AND PROCEDURES
SUMNER COUNTY BOARD OF COUNTY COMMISSIONERS

Preamble

We, the Sumner County Board of Commissioners as the legislative branch of Sumner County, recognize that all powers are reserved by the citizens of this county. In order to perfect the operation of our County government, to ensure that it is just, orderly, efficient, cost-effective and most importantly reflective of the Judeo-Christian values inherent in our nation's founding, as well as responsive and transparent to the people of Sumner County, our goal in serving the citizens of Sumner County is to exceed the requirements established in Tennessee state law and do hereby adopt these Standing Rules and Procedures.

I. COMMISSION MEETINGS

A. Regular Meetings: The Commission shall convene on the third Monday of each month at 7:00 p.m. at the Sumner County Administration Building. Meeting time and location may be changed by a majority vote of the Commission, and appropriate, legal, public notice of such changes shall be given.

B. Quorum and Attendance

i. A quorum for the transaction of business shall be a majority of all the duly elected and acting members of the county legislative body, and not simply a majority of those in attendance. A vacancy would not be counted in determining the required majority.

ii. Commissioners who anticipate an absence from a Commission meeting shall attempt to notify the Commission Chair in advance of such absence. *Such absences will be announced to the public by the Commission Chair and made part of the public record. [added Sept. 1, 2022]*

C. Order of Business

i. Call to Order by the Commission Chair

ii. The **Commission declared open** by the Sheriff

iii. Invocation

iv. Pledge of Allegiance

v. Roll call by County Clerk

vi. Approval of the Regular Agenda

1. **Agenda items may be added, deleted, reordered, rearranged, or amended prior to the** approval of the Agenda if such changes are approved by a majority vote of the Commission. [edited October 17, 2022]
2. Items may be moved from the Regular Agenda to the Consent Agenda by unanimous vote of the Commission. Any one Commissioner may move an item from the Consent Agenda to the Regular Agenda prior to the approval thereof. *Any appropriation from the budget Committee authorizing an expenditure in excess of $25,000.00 must be considered by a vote of this body during the regular agenda and not be placed upon the consent agenda. [added 11/21/16]*
3. Once added to the Agenda, new items shall be considered to be a part of the Agenda, as originally distributed. Disposition of such items shall require the same voting majorities as hereinafter provided, as if they had appeared **on the printed and distributed Agenda.**

vii. Approval of the Minutes

viii. Presentations/Citizen Recognitions (Moved from Report of Chair on 12/16/2024)

ix. Recognition of the Public

1. **Addressing the Commission:** The public may address the Commission concerning any matter on the Agenda as approved for the current meeting of the Commission. In addition, members of the public may address the Commission on any matter that is germane to the

jurisdiction of the governing body, regardless of whether such matter is included on the agenda for the meeting, however, public comment relating to germane non-agenda items shall take place at the conclusion of the agenda. ***Amended August 18, 2025***

2. **Signing up to speak:** The signup sheets for public comment shall be placed in the Commission Chambers on the podium by noon on the day of a Commission meeting and will be available until the start of the meeting. Any person wishing to speak must personally sign the sheet, including their full name, address, and germane topic (whether an agenda or non-agenda item) they wish to speak about. Public comment on germane non-agenda items shall be limited to the first ten (10) speakers to sign up to speak on such items. ***Added Sept. 1, 2022, Amended October 17, 2022 and August 18, 2025***.
3. **Limitations:** To maintain the professional and civil decorum of Commission meetings, citizens should direct their comments to the Chair and refrain from threats, inflammatory, or offensive comments concerning any Commissioner, other government officials or employees, or other citizens. No Citizen shall direct remarks or comments directly to Commissioners or call the name of a Commissioner. Notwithstanding such limitation, as this paragraph is a restraint on a citizen's speech, such shall be strictly construed to limit comments and this paragraph shall not be used to exclude speech, comments or complaints which a Commissioner or any other individual may find to be critical, insulting, inaccurate, accusatory, argumentative, emotional or otherwise objectionable based primarily on the content of the speech, comment or complaint. The term "inflammatory or offensive comments" is limited to speech or language which contains cursing, inappropriate sexual references, name calling, yelling, racial slurs or any other speech or language which is blatantly designed to be a public, personal attack as opposed to a genuine complaint or concern. In the discretion of the Chair, if a citizen's speech or language becomes offensive or inflammatory, the Chair shall immediately suspend the citizen's comments and advise the citizen specifically of the inappropriate nature of the citizen's comments and an admonition that failure to correct his or her speech will result in the citizen's comment being prematurely concluded. Should the Chair determine that a citizen does not sufficiently respond to the Chair's direction, the Chair may stop the citizen's comments and require the citizen to return to his/her seat. [edited Sept. 1, 2022]
4. **Time limit:** The Commission Chair is authorized to impose a time limit of five (5) minutes per speaker during public comment for agenda items only. Comments on non-agenda issues germane to the jurisdiction of the governing body shall be limited to three (3) minutes per speaker. Any item originally included on the published agenda shall be considered an agenda item, even if it is removed prior to formal agenda approval at the meeting, and will be treated as an agenda item for purposes of the time limit. **Amended August 18, 2025.**
5. **Public Decorum:** Placards, signs, or any other means of disruption are not allowed in the chambers. [added Sept. 1, 2022]
6. In addition to recording in the minutes the name and address of the citizen(s) making a public comment, the minutes shall reflect the position of the citizen. [added Sept. 1, 2022, edited October 17, 2022]
7. Commissioners shall remain quiet and attentive during public comments. [added Sept. 1, 2022, edited October 17, 2022]

x. Reports of the Chair

1. Announcements from the Chair
2. Consent Agenda: Only items that are noncontroversial may be placed on the Consent Agenda. All items on the Consent Agenda shall be considered and voted on together. If any item on the Consent Agenda requires approval by a two-thirds (2/3rds) majority vote,

then the Consent Agenda must be approved by a two-thirds (2/3rds) majority vote. If a two-thirds (2/3rds) majority vote is required and the Consent Agenda is not approved by such vote, each item on the Consent Agenda shall then be separately considered and voted upon.

xi. Reports of the County Officials

1. Written reports to be filed by county officials
2. Notary applications
3. Correspondence

xii. Reports of Standing Committees (and action on recommendations)

1. Committee on Committees
2. Education Committee
3. Highway Commission
4. General Operations Committee
5. Emergency Services Committee
6. Legislative Committee
7. Budget Committee
8. Other Reports

xiii. New Business

xiv. Adjournment

II. ORGANIZATION OF THE COMMISSION

A. The Commission Chair

i. The Commission Chair shall:

1. Be elected annually in the first Commission meeting held after August 1st, except in Commission election years where the Commission Chair shall be elected in September *and shall be the first order of business on the agenda after the swearing in ceremony. [added Sept. 1, 2022]*
2. Preserve order and decorum, enforce these Rules, and oversee the operation of the Commission to ensure the expeditious and orderly conduct of its business.
3. Be consulted and resolve any questions concerning the preparation of the Agenda.
4. Sign the Agenda to indicate approval thereof before distribution by the Clerk.
5. Serve as a voting member of the Legislative Committee. In addition to this Committee, the Commission Chair shall be a voting member of such Committees, Sub-Committees, Boards, or Commissions to which s/he is hereinafter named as a member. The Commission Chair shall also serve as a non-voting, ex officio member of all other Standing Committees, Sub-Committees, and Boards created by the Commission.
6. The Chair will endeavor to see that all Agenda items, procedures or actions taken by the Commission are properly explained to the public during the meeting by an appropriate member. [added Sept. 1, 2022]

ii. The Commission Chair may:

1. Call special meetings of the Commission and appropriate, legal, public notice thereof shall be given.
2. Answer questions and give explanations of issues from the Chair. However, before speaking in favor of or in opposition to any questions before the Commission, the Commission Chair must yield the Chair to the Commission Chair Pro Tempore.

3. Represent the Commission in presentations, recognitions, and public events.
4. Vote on all matters coming before the Commission, except if the Commission Chair is the County Mayor, then s/he may vote only in the case of a tie.

B. The Commission Chair Pro Tempore [edited Sept. 1, 2022]

i. The Commission Chair Pro Tempore shall:
   1. Be elected annually in the first Commission meeting held after August 1st, except in Commission election years where the Commission Chair Pro Tempore shall be elected in September and shall be the second order of business on the agenda after the swearing in ceremony.
   2. Fulfill the duties of the Commission Chair in the event of absence, inability to serve, or if the Commission Chair must yield his/her chair to debate and issue.

ii. Should the Commission Chair permanently yield the Chair, the Commission Chair Pro Tempore shall serve as Commission Chair only until such time as the Commission elects a new Chair.

C. The Clerk

i. The County Clerk serves as the Clerk for the Commission.

ii. The Clerk shall:
   1. Call the roll of the Commission when requested by the Commission Chair.
   2. Maintain complete and accurate minutes of the proceedings of the Commission. Copies of these minutes shall be published electronically.
   3. Assist in execution of votes on motions at Commission meetings.
   4. Prepare an Agenda for consideration by the Commission – subject to approval by the Commission Chair.
   5. Provide secretarial or clerical assistance to Commissioners when required for the performance of their official duties.
   6. Provide notices of meeting, hearings, and other scheduled activities of the Commission to the Commissioners, the press, and the public.
   7. Maintain copy of minutes of meetings of all Committees, Sub-Committees, and Boards of the Commission. [edited October 17, 2022]

D. Committees

i. **Election**
   1. Annually, no later than at its September meeting, the Commission shall elect members to serve on all Standing Committees except the Committee on Committees.
   2. The Committee on Committees shall nominate members for each Committee. Nominations will also be accepted from the floor prior to any Committee election.
   3. In Commission election years, the Commission Chair may arrange the slate of Commissioners to be considered for election to the several Committees.

ii. **Member Terms:** All Committee appointments shall be for one (1) year except in the case of Committees, Sub-Committees, Boards, or Commissions whose by-laws, statutes, or private acts require otherwise.

iii. **Time and Place:** At the initial meeting of a committee, members shall set a time and place for its regular meetings. The Clerk shall be immediately advised of the regular meeting time and place of such meetings.

iv. **Committee Officers:** Upon election, the members of the Committee shall meet for the election of a Chair and a Vice-Chair.
   1. The election of Chairman and Vice-Chair shall occur subject to being placed on an agenda with adequate public notice. [added August 26,2024]

2. The Committee Chairman and Vice-Chair appointments shall be for one (1) year terms except in the case of Committees, Sub-Committees, Boards, or Commissions whose by-laws, statutes, or private acts require otherwise. [added August 26, 2024]
3. The Chair and Vice-Chair shall serve unless the Committee, after no less than 90 days from the beginning of service in said capacity, with no less than a two-thirds (2/3) majority vote of the Committee, remove the Chairman or Vice Chair for cause, with such cause to be determined by no less than a two-thirds (2/3) majority vote of the Committee, unless otherwise provided by state law. Should the Committee vote to remove a Chair or Vice-Chair, the Committee shall elect a new Chair or Vice-Chair according to II D. IV. 1. [added August 26, 2024]
4. A Chair or Vice-Chair who has been removed can appeal to the full commission to confirm or deny, without debate, the action taken by the Committee. [added August 26, 2024]
5. The Committee Chair shall conduct Committee meetings, maintain decorum, and oversee the activities of the Committee to ensure the expeditious and orderly conduct of its business; call special meetings of a Committee when required, and notify each Committee member and the Commission Chair of the meeting; work to prepare the Agenda for the meetings of the Committee; report to the County Commission resolutions that are recommended by the Committee.
6. The Vice-Chair shall perform the duties of the Committee Chair in their absence.
7. In the event that the Committee Chair and Vice-Chair are not available, the Committee shall elect an acting Chair from the members for that meeting by a majority vote of those members present.
8. Committee Officers will ensure that all meetings are recorded with portable audio/visual equipment ("A/V equipment") or permanently mounted A/V equipment, including but not limited to audio and video recordings. [added Sept. 1, 2022]
9. Any Committee Officer who fails to record a meeting, other than reasons for equipment malfunction or failure, for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. *For a commissioner to be removed from a committee under this section the full commission must approve the recommendation from the Committee on Committees.* [added Sept. 1, 2022, *edited October, 17, 2022*]
10. At each meeting of the Commission, the Chair of each Committee shall report to the Commission from his/her seat in the form of a recommendation any proposed resolutions of that Committee.

v. **Member absence:** A member who anticipates his/her absence from a meeting shall notify the Committee Chair in advance of the meeting. If the Committee Chair anticipates his/her absence from a meeting, the Committee Chair shall notify the Vice-Chair of the anticipated absence. *Such absences and reasons will be announced at the meeting and recorded in the minutes. Any member who is absent for two (2) consecutive Committee meetings may be permanently removed from the Committee and replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. For a commissioner to be removed from a committee under this section the full commission must approve the recommendation from the Committee on Committees. [added Sept. 1, 2022, edited October 17, 2022]*

vi. **Ex officio Members:** The Commission Chair and the County Mayor serve as non-voting, ex officio members of all Committees, Sub-Committees, Boards, or Commissions appointed by the Commission, except in such cases as they are granted voting powers herein or by law.

vii. **Committee Vacancies:** If one or more members of any Committee vacate their position, the Commission shall fill such vacancies for the remainder of the unexpired term in the same manner used in first electing members to the Committee.

viii. **Vote:** A quorum of the Committee members is required for business to be conducted and before any vote may be taken. Motions before a Committee shall require a majority vote of those members present at the meeting.

ix. **Failure to Meet:** If the Committee Chair fails to call a meeting for a period of two (2) months, the Commission Chair, Committee Vice Chair, or any three (3) members of the Committee may call a meeting of that Committee. *Any Committee Officer who fails to call two (2) consecutive Committee meetings may be permanently removed from the Committee and be replaced with another Commissioner by the Committee on Committees from those who express in writing an interest in serving on the Committee. For a commissioner to be removed from a committee under this section the full commission must approve the recommendation from the Committee on Committees. [added Sept. 1, 2022, edited October 17, 2022]*

x. **Ad hoc and Sub-Committees:** The Commission or a Committee may appoint ad hoc and/or Sub-Committees, as required. Such committee shall perform their assigned duties and shall work within the jurisdiction of that Committee. Resolutions or recommendations of such ad hoc or Sub-Committees shall first be presented to the creating body for consideration and presentation to the Commission. *All Ad hoc and Sub-Committee appointments shall be for one (1) year or less. [edited Sept. 1, 2022]*

xi. **Standing Committees and Sub-Committees**

1. **Committee on Committees**
   - **a.** Membership: Five (5) Commissioners elected annually upon nominations from the floor. This election shall be in July, except in Commission Election years where such election shall be in September.
   - **b.** Purpose/Duties: To make recommendations and nominations to the Commission for membership on all Committees, Sub-Committees, Boards, etc. whose members are elected by the Commission and for all other positions that are filled through election by the Commission.
2. **Education Committee**
   - **a.** Membership: Seven (7) Commissioners
   - **b.** Purpose/Duties: Request and obtain any information necessary to review and evaluate the performance and progress of the Sumner County School System; to receive and study requests of the Board of Education and Director of Schools; to study and convey to the Budget Committee any appropriation requests for education and present the proposed budget for education funding; and to coordinate and communicate needs and concerns between the Commission and the Board of Education and the Director of Schools.
3. **Highway Commission**
   - **a.** Membership: Five (5) Commissioners, the County Mayor, the Road Superintendent, and one (1) citizen
   - **b.** Purpose/Duties: Address any matters concerning the road and right-of-way needs of the County.
4. **General Operations Committee**
   - **a.** Membership: Seven (7) Commissioners
   - **b.** Purpose/Duties: Responsible for: all non-school, County properties, buildings, equipment, and services; studying long and short-range planning regarding space assignment and allocation within County buildings;

maintenance, construction, and improvement of necessary facilities; the Airport Authority; utilities; and the study of the equipment needs of all County departments.

5. **Health & Emergency Services Committee**
   - **a.** Membership: Seven (7) Commissioners
   - **b.** Purpose/Duties: Provide general oversight of the law enforcement, emergency medical, and emergency management agencies of the County as well as the Health Department and any other public or private agencies dedicated to the public safety, health, or welfare of our citizens, such as access to clean and safe drinking water; study budget and appropriation requests of said agencies, as well as the volunteer fire departments, for recommendations to the Budget Committee. [edited Sept. 1, 2022]
6. **Legislative Committee**
   - **a.** Membership: Chair of all Standing Committees and the Commission Chair. The Legislative Committee may elect as its Chair a Commissioner who is not the Chair of a Standing Committee.
   - **b.** Purpose/Duties: Responsible for drafting rules and procedures for the body; docketing miscellaneous items to the Commission Agenda; study proposed legislation affecting Sumner County; consider proclamations, resolutions, or memorials honoring Sumner County citizens, as well as take referrals from the Planning Commission.
   - **c.** All matters originating in the **Planning Commission** shall first be referred to the Legislative Committee. The Legislative Committee shall then schedule the matter for consideration by the Commission. Once notice of a public hearing and meeting is given, no change of the meeting date shall be made without the consent of a majority of the Commissioners.
     - **i.** A **zoning reclassification** shall be presented before the Commission in the following manner: (1) the public notice shall be read and the Commission Chair shall open the public hearing; (2) prior to the hearing, individuals desiring to be heard shall sign up and speak regarding the matter to be considered; (3) the owner, or designee of the owner, of property being considered for reclassification shall speak, and where appropriate, then be given an opportunity to address and answer only those questions raised during the hearing; (4) the hearing shall then be declared closed by the Commission Chair; (5) the Legislative Committee Chair shall then report the vote of the Planning Commission and place the motion before the Commission; (6) each Commissioner representing the district in which the property is located may be heard if so desired; and (7) the Commission shall then debate and vote upon the issue.
7. **Financial Management Committee**
   - **a. 2012 Financial Management**
     - **i.** Membership: Four (4) Commissioners or citizens, the County Mayor, the Road Superintendent, the Director of Schools, and the Finance Director shall serve as the non-voting, ex-officio secretary.
     - **ii.** Purpose/Duties: Establish and approve policies, procedures and regulations in addition to the specific provisions of the enabling Private Act for implementing a sound and efficient financial system for administering the funds of Sumner County; the system shall

include budgeting, accounting, purchasing, payroll, cash management, and other financial matters necessary to an efficient system; the enabling Private Act authorizes the Financial Management Committee to assume the functions of the **Investment Committee** and the **Purchasing** Committee, as well as coordinate with the Board of Education for creation of the ERP system.

8. **Budget Committee**
   - **a.** Members: Seven (7) Commissioners and the Finance Director as non-voting, ex officio Secretary
   - **b.** Purpose/Duties: Establish and approve policies, forms and documents, procedures and regulations necessary for the preparation of the annual operating and capital improvement budgets; study funding requests and recommendations as received from other Standing Committees; consider the fiscal impact of any resolution presented to the Committee and report its findings to the Commission; recommend to the Commission a proposed tax rate; approve property tax refunds and budget transfers; and recommend the sale of delinquent tax properties.
9. **Audit Committee**
   - **a.** Members: Five (5) members, to include the Chairman of the Sumner County Commission, the Chairman of the Budget Committee, the Chairman of the Financial Management Committee, the Chairman of the Education Committee, and the Chairman of the Highway Committee as set forth in Resolution 1203-01. ***Amended September 16, 2024***
   - **b.** Purpose/Duties: All the duties and responsibilities set out in Section 5 of Resolution 1203-01. ***Amended September 16, 2024***
10. **Other Statutory Committees or Commissions:** There are numerous committees, sub-Committees, boards, commissions, etc. that are created by statutory directives. These groups shall meet in accordance with the laws, statutes, resolutions, policies, or procedures, etc. that dictate their creation. All such groups are to provide a copy of their operating budget to the Commission, if requested; the Commission may additionally request membership information, regularly scheduled meeting time and location, as well as any other information as may be needed by the Commission.

III. PROCEDURES

- **A. Addressing the Chair:** A Commissioner, the County Mayor, the Law Director, the Finance Director, and the Clerk may address the Commission Chair after being recognized. Except during recognition of the public, others wishing to address the Commission must first be approved by a two-thirds (2/3rds) majority vote of the Commission. [edited October 17, 2022]
- **B. Gaining the Floor:** Any Commissioner desiring to speak shall be placed in the queue to speak and be recognized by the Commission Chair in the order in which they entered the queue. In the event the queue is inoperable, the Commission Chair will recognize the first Commissioner who stands. However, no Commissioner is entitled to speak twice to the same subject until all other Commissioners have had the opportunity to speak.
- **C. Speaking**
  - **i.** Remarks should be addressed to the Commission Chair. No Commissioner shall direct remarks or comments to another Commissioner.
  - **ii.** No Commissioner will speak in a sarcastic or critical manner concerning another Commissioner or call the name of another Commissioner.

iii. A Commissioner shall confine his/her comments to the merits of the matter on the floor at the time.

iv. The Committee Chair presenting a recommendation of his/her Committee, or the author of a resolution under consideration by the Commission, may speak as often as required concerning the recommendation or resolution.

v. When the Commission Chair duly recognizes a Commissioner wishing to speak, all other Commissioners will remain quiet and attentive to the comment of the Commissioner who has the floor.

vi. If any Commissioner transgresses these Rules, the Commission Chair shall first warn the Commissioner and cite the Rule being violated. Should a Commissioner continue to violate these Rules after being so warned, the Commission Chair shall call the Commissioner to order, in which case the Commissioner shall immediately sit down and refrain from further remarks.

D. Resolutions

i. A Commissioner seeking consideration of a resolution shall first submit the same to the appropriate Committee Chair for study and recommendation. If one is unsure which Committee should properly study a resolution, s/he shall forward such resolution to the Legislative Committee to make that determination.

ii. In order to appear on the Agenda for the next regular meeting of the Commission, resolution subject matter shall be presented to the Office of the Law Director by the first Monday of each month. From the matters requested in a timely manner, the Office of the Law Director will research, draft, and coordinate all matters with the appropriate Committee Chair, and create the monthly agenda for all non-budgetary committees.

iii. Budgetary matters, as well as other financially related resolutions requiring the input of the Finance Director, shall be forwarded to the Finance Director for the creation of the Budget and Financial Management agendas by the second Monday of the month.

iv. Resolutions received after the monthly deadline will be placed on the next month's agenda. In the event of an emergency, a Committee can allow a matter to be placed on an agenda after the deadline by two-thirds (2/3rds) majority vote of that committee.

v. After all monthly Committee meetings, the Office of the Law Director will forward written resolutions to the Clerk by noon on the Wednesday before the regularly scheduled Commission meeting.

vi. Any resolution requiring action by the General Assembly may require a two-thirds (2/3rds) majority vote of the Commission for passage, unless a simple majority is all that is required by the legislation or request of the General Assembly.

vii. Any resolution requiring an appropriation or authorizing expenditure of County funds shall include the expenditure and be submitted to the Budget Committee for study.

viii. Any resolutions appropriating or expending any funds which were not included in the adopted budget for the current fiscal year shall require approval by the Full Commission by a majority vote pursuant to Tenn. Code Ann. 5-9-407**.** [edited Sept. 1, 2022, edited October 17, 2022, edited May 20, 2024]

ix. In no case, shall a proposal for an expenditure, appropriation, acquisition, contract, agreement or deed be considered for approval by the Commission without being accompanied by information to include, at a minimum, a full description of the item(s) or project(s), statement of need, estimated initial costs, alternate solutions and reasons for the recommended proposal, recurring expenses, associated contracts or agreements, and any other materials requested by the Commission. Such information will be made available to the public electronically with the meeting Agenda and approved minutes. [added Sept. 1, 2022]

x. No resolutions shall embrace more than one (1) subject, the subject to be expressed in its caption. [added Sept. 1, 2022]

xi. Any resolution which repeals, revises or amends a previous resolution shall recite in the caption the number and date of adoption of the original resolution, and the language that is being replaced. [added Sept. 1, 2022]

xii. Any information, documentation or materials being considered or discussed by the County Commission and not published on the website shall be displayed during the meeting on a monitor, screen or other appropriate means to make such available to the public during the meeting. [added Sept. 1, 2022]

E. Motions

i. No item may be debated until a motion is duly made and duly seconded.

ii. The Commission Chair shall rule the following motions out of order:

1. Dilatory motions: Motions obviously intended to delay or obstruct the matter before the Commission.

2. Moot or frivolous motions: Motions which have no consequence or of a frivolous nature.

3. Redundant motions: A motion that has the same effect as a motion previously considered, unless a motion to reconsider has been properly made.

4. Motions in conflict with law.

5. Premature motion to adjourn: A motion to adjourn cannot be considered until the Agenda, as adopted, has been completed; unless said adjournment follows a motion to suspend the Rules, which is made, seconded, and approved by a two-thirds (2/3rds) majority vote.

iii. Reconsider: After a question has been put to a vote, any Commissioner who voted on the prevailing side may move for reconsideration of the question. If properly seconded, by any Commissioner, the motion to reconsider must be approved by a majority of the body before a second vote can be taken on the matter to be reconsidered. The motion to reconsider shall be in order only during the same meeting as the vote of the question being reconsidered.

iv. Refer: A motion to refer commits the matter back to the appropriate Standing Committee with specific instructions. The motion to refer is not debatable and requires a two-thirds (2/3rds) majority vote of the body. [edited Sept. 1, 2022]

v. Defer: A motion to defer, or postpone to a certain time, delays consideration of the matter until later in the same Commission meeting or at a future meeting of the body, the timing of which shall be specified in the motion. A motion to defer may also include committing the matter back to the appropriate Standing Committee with specific instructions. The motion to defer is subject to debate and only requires a simple majority of the body. ***Edited Sept. 1, 2022 and amended on August 18, 2025.***

vi. Table: A motion to table is to postpone indefinitely, retire or defeat the topic under discussion. The motion to table is not open for debate and requires a 2/3rds majority vote of the body. [edited Sept. 1, 2022]

vii. Call for the question: (i.e., vote to end debate on a motion then, if successful, vote for said motion with no further debate) can be made by a speaker in the queue but not called out from the floor. *The maker of the motion cannot comment on the matter before calling for the question, or the Commissioner will be ruled out of order by the Chair and the motion will be null and void. [edited Sept. 1, 2022]*

F. Voting

i. Votes of the Commission are taken electronically, recorded, and made a part of the official minutes.

ii. After debate, if any, ends and after restating the motion on the floor for a vote, the Commission Chair shall call for the vote and announce the outcome when the vote becomes final.

iii. Before a vote becomes final, the Clerk shall inquire if anyone wishes to change his/her vote.

iv. A Commissioner may change his/her vote on any matter during the course of the meeting. If a Commissioner wishes to change their vote, they must be recognized by the Chair before the meeting adjourns, and state publicly how they are changing their vote. But once the meeting has been adjourned, no changes can be made to a vote. [edited Sept. 1, 2022]

v. Voice Votes: Votes may be voice votes unless otherwise required by statute or requested by the Commission Chair.

vi. Division of Assembly: If any Commissioner doubts the outcome of a voice vote as announced by the Commission Chair, s/he may call for a division of assembly. Upon such call for division, the Commission Chair shall require an electronic vote. [edited October 17, 2022]

vii. After the announcement of the outcome of any vote, a Commissioner may request that the Clerk record his/her vote in the minutes.

viii. All Commissioners are prohibited by state law T.C.A. 12-4-101 from having a direct interest in a contract that results in the Commissioner's personal monetary interest. In the case of an indirect conflict of interest where the Commissioner is interested, but not directly so, including the employment of themselves or their spouse by Sumner County or Sumner County Schools, the Commissioner will make a public disclosure of such interest prior to any discussion or vote on the matter. In addition, Commissioners shall disclose during the meeting before any discussion or vote on the measure any personal interest that affects or would lead a reasonable person to infer that it affects the Commissioner's vote on the measure. Such disclosure will be recorded in the meeting minutes and any failure to disclose conflicts of interest will be referred to the Ethics Committee. [edited Sept. 1, 2022]

G. The Procedures outlined above also serve as procedures for the Committees, where applicable.

IV. MISCELLANEOUS RULES

A. Adoption: These Rules shall first be adopted by a simple majority vote of the Commission at its first meeting on or after September 1st in Commission election years. After such adoption, these Rules shall remain in full force and effect unless and until repealed, amended, or revised by a two-thirds (2/3rds) majority vote of the Commission.

B. Amendments: Amendments thereafter may be made to these Rules and Procedures by a two-thirds (2/3rds) majority vote of the Commission.

C. Robert's Rules of Order: The latest copyrighted edition of Robert's Rules of Order shall govern matters not addressed herein.

D. Conflict with Law: In the event that any of these Rules are determined to be in conflict with statutory provisions, such part shall be null and void; however, such a conflict shall not render null and void the remainder of these Rules and Procedures.

E. Rule Disputes

i. The Commission Chair shall decide a dispute regarding the application or enforcement of these Rules, subject to an appeal to the Commission.

ii. If any Rule appears to be in conflict with another, the Commission Chair will refer the issue to the Legislative Committee for study and recommendations.

F. Written Reports from County Officials: Reports that are to be submitted by County Officials shall be submitted to the County Clerk by noon on the second Monday of each month for distribution of reports to the Commission.

G. Tax Rate Passage: The Commission, recognizing that all property tax revenues come from the taxpaying citizens of Sumner County, commits to exceeding the requirements of Tennessee state statute by hereby requiring that any increase to the property tax rate, shall be approved on readings at two (2) meetings on different dates which are greater than 27 days apart. Any meeting which is intended to include a vote of any tax increase to any degree shall be properly noticed to the public under the law and, in the effort to advance transparency of the work of our Commission, the notice shall also meet the following qualifications. Such meeting shall be noticed at least twenty-one (21) days prior to the meeting as follows regardless of whether it is a regular or special meeting: the meeting shall be announced at any meeting of the Commission at least twice between the time it is scheduled and the subject meeting, shall be noticed in at least one local newspaper or online periodical of general circulation in Sumner County (or as many newspapers or online periodicals required to cover the entire county), shall be conspicuously posted on the home page of the Commission's website, shall be sent to any Citizen who has signed up for meeting notifications via email and posted on the County and Commission social media page(s). Failure to follow this procedure shall result in the action taken at the subject meeting to be void and without legal effect. [edited Sept. 1, 2022]

H. Severing The Budgets: The annual operating and capital improvement budgets for County General, Sumner County Schools, Sheriff's Department and Highway Department shall be severed, so that the County Commission's consideration and vote on the budgets shall be made separately and individually. Each Commissioner employed by the County, or whose family members are employed by the County, shall declare his/her direct or indirect conflict of interest before voting on their direct budget(s). [added Sept. 1, 2022]

I. Financial Planning: Sumner County will operate on a financial plan with the following minimum parameters.

- **i.** The County will maintain a balanced operating budget for the current fiscal year and balanced financial plans for at least the two (2) following fiscal years forward (a minimum of three (3) budgetary years).
- **ii.** A five (5) year capital improvement plan must be maintained and updated each fiscal year during the budgeting process, which shall include, at a minimum, a budget for the current fiscal year and financial plans for the following four (4) fiscal years (a minimum of five (5) budgetary years).
- **iii.** The County will incorporate an amortization schedule of all county debt (until all debt is scheduled to be retired) into its annual budget. This schedule will include interest and principal payments by fiscal year, issuance, and total.
- **iv.** All estimates (including but not limited to revenues and expenditures) should incorporate five (5) year trends, at a minimum, and other known factors.
- **v.** As referenced in this rule, plans are not constituting legally adopted budgets; therefore, the Sumner County Commission is not making any future funding commitments through these plans.

J. Debt Service Obligations: This Board of Sumner County Commissioners will make every effort to be debt-free, and commits to not incurring total indebtedness for which the taxpayers are liable that exceeds any of the following guidelines for debt management:

- **i.** Newly bonded debt in excess of $10 million in principal, per annum, shall not be issued except that such debt has been approved on readings at two (2) meetings on different dates which are greater than 27 days apart.

ii. Except as necessary to maintain compliance with Tennessee code, the commission shall not increase net property tax on Sumner County residents by more than 3% per annum. [added Sept. 1, 2022]

K. Agenda Notice: All County Commission Committee Agendas shall be emailed to all County Commission members when sent to the members of that particular Committee. [added Sept. 19, 2016]