



## **Policy 7 - Meetings of the Utility Board**

### **INTRODUCTION**

This Introduction has been attached to the Policy to assist the UTILITY in the implementation of the Policy. It is not actually a part of the Policy. Any requests for a copy of this Policy by a customer should not include a copy of this page.

### **BACKGROUND AND PURPOSE**

Utility Districts and cities in Tennessee are units of local government, subject to the open meetings law. This so-called "Sunshine Law" specifies that all meetings of public bodies, including utility boards, shall be held at specified times and places which are convenient and open to the public. Such meetings shall be preceded by advance public notice.

### **RECORD KEEPING DURATION**

All meeting records shall be kept permanently.

### **OMISSIONS**

In the absence of specific rules or policies, the conduct of UTILITY meetings shall be determined by the Governing Board.

### **POLICY**

1 ... The regularly scheduled meeting of the UTILITY Governing Board will be held at 10:00 a.m. on the First, Friday of each month. In the event that the regularly scheduled meeting falls on a holiday, the meeting will be held on the Second, Friday.

2 ... All meetings of the Governing Board shall be open to the public.

3 ... Prior to each meeting the Manager shall cause notices that include the location, day and time of each meeting to be advertised as follows:

### **REQUIRED BY CODE**

(a) Printed on each customer bill.

**REQUIRED BY THE BOARD OF COMMISSIONERS**

(b) Published in THE MOUNTAIN PRESS...

4 ... Special meetings of the Board shall be called by the Board secretary at such time as may be fixed by the President or upon the written request of any two members of the Board. Notice of such meetings shall be given in writing to all Board members, stating the purpose of which the meeting is called, as well as the location, date and time of the meeting.

At least three days prior to each special meeting the Manager shall cause notices that include the location, day and time of each special meeting to be published in THE MOUNTAIN PRESS., unless the special meeting is due to an emergency.

In the event the urgency of a special meeting does not permit the publication of notice in the newspaper, the press shall be notified, and notice shall be given by posting in three or more public places, including one public posting in each county served by the UTILITY.

5 ... The President shall preside at all meetings of the Board except that in his absence the attending members of the Board shall elect a temporary chairperson to preside at any such meeting.

6 ... The office manager shall be responsible for taking minutes of each meeting. In the office manager's absence, the presiding officer shall appoint a person to assume the role of office manager for the meeting.

7 ... The proceedings of all meetings of the board shall be kept accurately by the office manager and shall be verified and signed by the presiding officer. The minutes shall include, but not be limited to, the following, as required by Tennessee Code Annotated 8-44-104;

- (a) A record of persons present;
- (b) All motions, proposals and resolutions offered;
- (c) Results of any votes taken;
- (d) Record of individual votes in event of a roll call.

8 ... The minutes of all board meetings shall be kept in well-bound permanent volumes and shall constitute a permanent record of the board.

9 ... The order of business at all meetings other than special meetings of the board shall be as follows:

- (a) Roll call and determination of quorum;
- (b) Approval of the minutes of the preceding meeting;
- (c) Reports of officers and committees;
- (d) Unfinished business;
- (e) New business;
- (f) Adjournment.

**Policy**

**Adoption Date: MAY 7, 1997**

**Effective Date MAY 7, 1997**

**Revision #1 dated April 6, 2001**