

BY-LAWS  
OF  
BICYCLE/PEDESTRIAN PLAN COMMITTEE  
OF  
SUMNER COUNTY, TENNESSEE  
ARTICLE I  
THE COMMISSION

Section I. Name of Commission. The name of the Committee shall be “Bicycle/Pedestrian Plan committee” as established and provided by the Tennessee Code Annotated. Title 13, Chapters 3 and 4 and Ordinances. 2003-2.

Section II. Records of the Bicycle/pedestrian Plan Committee. The records of the Bicycle/Pedestrian Plan Committee shall be kept in the Municipal Building, Hendersonville, Tennessee, and shall be public record.

Section III. Membership. The membership of this Bicycle/pedestrian Plan Committee shall be composed of seven (7) members, which consists of seven (7) citizen members, the chief executive officer (Mayor) of the municipality, and one (1) member of the chief legislative body of the municipality selected by such legislative body. All members will have voting rights. All citizen members shall be appointed by the Mayor for two (2) year terms.

Section IV. Vacancies. The Board of Mayor and Aldermen shall fill any vacancies on the Bicycle/pedestrian Plan Committee created by the resignation, removal or term expiration of the member appointed by the Board of Mayor and Aldermen. The Mayor shall fill any other vacancy on the Bicycle/pedestrian Plan Committee. Appointments to fill vacancies which occur prior to term expiration shall be for the unexpired portion of the term.

Section VII. Absence. Failure to attend three (3) consecutive regular meetings or three (3) of any seven (7) consecutive regular meetings without satisfactory explanation may be grounds for removal by the authority appointing the member.

ARTICLE II

OFFICERS

Section I. Officers. The officers of the Bicycle/pedestrian Plan Committee shall be a Chairman, Vice-chairman, and a Secretary.

Section II. Elections. The Chairman, Vice Chairman, and Secretary shall be elected at the annual meeting of the Bicycle/pedestrian Plan Committee. All elected officers of the Bicycle/pedestrian Plan Committee shall serve for a term of one year and shall be eligible for re-election.

Section III. Chairman. The Chairman shall preside at all meetings of the Bicycle/pedestrian Plan Committee and shall perform such other duties as the Bicycle/pedestrian Plan Committee shall authorize. The Chairman shall exercise the Chair's voice and vote as a member of the Bicycle/pedestrian Plan Committee.

Section IV. Vice-chairman. In absence of the Chairman, the Vice- Chairman shall perform the duties of the Chairman and be responsible for any publicity that the Bicycle/pedestrian Plan Committee may desire.

Section V. Secretary. The Secretary shall be responsible for maintaining a full record of all proceedings of the Bicycle/pedestrian Plan Committee and the minutes of the Bicycle/pedestrian Plan committee's. The Secretary shall also perform such other duties in regard to records, including the certification of record transcripts as the Bicycle/pedestrian Plan Committee may direct. In addition, the Secretary shall serve as Chairman of the Bicycle/pedestrian Plan Committee in the absence of both the Chairman and Vice-chairman.

### ARTICLE III

#### MEETINGS

Section I. Regular Meetings. Regular meetings of the Bicycle/pedestrian Plan Committee shall be held on third Thursday of each month at 7:00 PM. in the city hall meeting room.

Section II. Annual Meetings. The annual meeting of the Bicycle/pedestrian Plan Committee shall be held at the each August regular meeting and the place designated by the Bicycle/pedestrian Plan Committee. The purpose of this annual meeting shall be as follows:

A. Election of Officers. The election of officers to the Bicycle/pedestrian Plan Committee shall be held at the annual meeting in the manner provided under Article II, Section II.

B. Report of Progress. It shall be the responsibility of the Chairman to present or have presented at the annual meeting a report on Bicycle/pedestrian Plan Committee activities during the preceding year.

Section III. Special Meetings. The Chairman of the Bicycle/pedestrian Plan Committee may and shall upon the request of two (2) members call a special meeting of the Bicycle/pedestrian Plan Committee for the purpose of transacting any business. Three (3) days notice of the meeting shall be given members of the Bicycle/pedestrian Plan Committee.

Section IV. Quorum. Six or more members of the Bicycle/pedestrian Plan Committee shall constitute a quorum for the purpose of conducting business. In the absence of a quorum, a lesser number can adjourn meetings from time to time.

Concurring votes of a majority of those present of the Bicycle/pedestrian Plan Committee shall be required to approve final action on any matter, except for the amendment of the By-Laws which is covered under Article V.

Section V. Manner of Voting. The voting on all questions coming before the Bicycle/pedestrian Plan Committee shall be by roll-calling, and the ayes and nays shall be entered in the minutes of such meeting; except when the vote of all commissioners present is unanimous, the record of such unanimous vote shall be sufficient.

Section VI. Conflict of Interest. Should any member find that their personal interest are involved in any matter before the Bicycle/pedestrian Plan Committee for a vote, the member shall be excused from participating in any discussion of that matter and shall not participate in voting; in which event, the member shall not be regarded as a part of the Bicycle/pedestrian Plan Committee for that particular vote. It shall be the responsibility of the Bicycle/pedestrian Plan Committee members to disclose any conflict of interest. Any failure to disclose any such conflict shall be considered grounds for immediate removal from the Bicycle/pedestrian Plan Committee.

Section VII. Proceedings. At any regular meeting of the Bicycle/pedestrian Plan Committee the following shall be the regular order of business:

1. Roll Call
2. Hearing
3. Request for Information and Assistance
4. Additions to Agenda
5. Minutes
  - A. Old Business
  - B. New Business
6. Staff Approved Projects
7. Other
8. Reports
9. Adjournment

Section VIII. Hearings. In addition to those required by law, the Bicycle/pedestrian Plan Committee may at its discretion hold public hearings when it decides that hearings will be in the public interest. Notice of such hearings shall be published in a newspaper of general circulation within the City of Hendersonville at least ten (10) days prior to the date of such public hearings.

#### ARTICLE IV

#### RULES OF ORDER

SECTION I. Rules of Order. When a parliamentary matter arises that is not covered by these By-Laws of the Bicycle/pedestrian Plan Committee, Roberts Rules of Order may apply.

ARTICLE V

AMENDMENTS

Section I. Amendments. The By-Laws of this Bicycle/pedestrian Plan Committee may be amended at regular or special meetings, but no amendment shall be adopted unless at least five (5) days written notice thereof has been previously given to all members of the Planning Commission. A favorable vote of two-thirds (2/3) of the entire membership shall be required to effect a change in these By-Laws.

\_\_\_\_\_  
Date of Adoption

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-chairman

\_\_\_\_\_  
Secretary