

# FILE COPY

## FARRAGUT BOARD OF PLUMBING AND GAS / MECHANICAL EXAMINERS

### BY-LAWS

#### ARTICLE I.

**Section 1. Name of Board.** The name of the Board shall be the Farragut Board of Plumbing and Gas/Mechanical Examiners as established and provided by Section 6-54-504 through 6-54-506 of Tennessee Code Annotated, and in Chapter 12, Building, Utility, etc. codes, of the Farragut Municipal Code.

**Section 2. Office of Board.** The office of the board shall be at the Farragut Town Hall, or such other duly authorized place where the official records of the board shall be maintained and where the board shall meet.

**Section 3. Membership.** The membership of this board shall be composed of seven (7) members. Four(4) members shall constitute a quorum

All citizen members shall be appointed by the Board of Mayor and Aldermen. The Board of Mayor and Aldermen may specify the mode of appointment of members of such board and their terms, which terms shall be of such length and so arranged that, the term of no more than two (2) members shall expire each year. The Board of Mayor and Aldermen shall have the authority to remove any appointive member (T.C.A. 13-7205).

**Section 4. Vacancies.** Any vacancy in an appointive membership shall be filled for the unexpired term by the Board of Mayor and Aldermen.

#### ARTICLE II. OFFICERS AND THEIR ELECTION

**Section 1. Officers.** The officers of the board shall be chairman, vice-chairman and secretary.

**Section 2. Elections.** The chairman, vice-chairman and secretary shall be elected at the annual meeting of the board from the appointive members to serve for one (1) year, with eligibility for re-election.

**Section 3. Vacancies.** Should the office of chairman, vice-chairman or secretary become vacant, the board shall at its next regular meeting, elect a successor.

#### ARTICLE ID. DUTIES OF OFFICERS

**Section 1. Chairman.** The chairman shall preside at all meetings of the board, except as otherwise authorized by the board, and shall sign all reports and orders issued by the board.

**Section 2. Vice-Chairman.** In the absence or incapacity of the chairman, the vice-chairman shall perform his/her duties until such time as a new chairman is elected.

**Section 3. Secretary.** The secretary shall keep a record book of the agenda and all action taken by the board with votes recorded (otherwise known as the minutes), and shall perform such other duties in regard to records, including certification of recorded transcripts, as the board may direct, in a manner consistent with the town records retention policies. In addition, in the absence of the chairman and vice-chairman, the secretary shall call the meeting to order and preside until the election of a chairman-pro-tem, which shall be done immediately. In the absence of the secretary, the chairman shall appoint an acting secretary.

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

**Section 1. Regular Meetings.** Regular meetings of the board shall be held monthly on the Second Tuesday of each month at 6:00 p.m. at the Town Hall or at such other place or time as designated by the board.

**Section 2. Annual Meeting.** The annual meeting of the board shall be held in July at the place established for regular meetings unless otherwise designated by the board.

**Section 3. Special Meetings.** Special meetings of the board may be called for any purpose at any time by the chairman or by a majority of the members of the board with due notice given in writing.

**Section 4. Work Sessions.** Work sessions of the board may be held at such time, date and place as the board may from time to time designate. Such sessions shall be for the purpose of reviewing and discussing appropriate issues, provided that no resolution shall be acted upon.

**Section 5. Quorum.** A majority of the membership (defined in Article 1., Section 3) shall constitute a quorum for the purpose of conducting the business of the board. In the absence of a quorum, a lesser number may adjourn meetings from time to time. Concurring votes of a majority of the board members present (when a quorum is present) shall be required to take final action on any matter before the board. A tie vote shall constitute a failure of the motion and shall be considered final action.

**Section 6. Manner of Voting.** The voting on all questions coming before the board shall be by voice vote and the ayes, nays and abstaining votes shall be entered on the order and minutes of such meeting.

Section 7. Attendance. If any member fails to attend three (3) regularly scheduled meetings in anyone year, and fails to present a reasonable excuse for such absence, his/her membership may be terminated and a new member may be appointed by the Board of Mayor and Aldermen.

Section 8. Conflict of Interest. Should any member consider his/her personal interests involved in any matter before the board, that person(s) may be excused from voting by announcing such to the presiding officer, in which event he/she shall not be regarded as a part of the board for that particular vote.

Section 9. Agenda Items. Requests for a Plumbing or Gas/Mechanical License shall be submitted to the Town Hall staff on or before the Monday fifteen (15) calendar days prior to the meeting at which it is to be considered, and to allow adequate notice for a public hearing in the local newspaper.

#### ARTICLE V. AMENDMENTS

The by-laws of this board may be amended at a regular or special meeting.

#### ARTICLE VI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the board in all cases in which they are applicable and in which they are not in conflict with these by-laws.

**Presented and Adopted** this 8<sup>th</sup> day of Feburary, 2000

**Revised and Adopted** this 12<sup>th</sup> day of June, 2007

Chairman

Stephen A. Byrd

Secretary

E. P. Larson