

WASTEWATER HEARING AUTHORITY
INTERNAL OPERATING RULES AND PROCEDURES

The Metropolitan Wastewater Hearing Authority (WWHA); pursuant to the Metro Code of Laws (hereinafter M.C.L.) §15.60.350 and §15.60.360, does hereby establish these procedures by which shall conduct business.

Open Meetings

All meetings of the Hearing Authority shall be open to the public as required by T.C.A. §8-44-101, et seq and M.C.L. §2.68.020.

Meetings will be held at a time, place, and frequency designated by the Chairperson.

Notice of all meetings shall be provided to the public, as provided by law.

Meetings shall be conducted in accordance with the Robert's Rules of Order.

Conflict of Interest

No member of the Hearing Authority shall act in any case in which he/she has a personal interest, whether it be a direct or indirect financial interest in the property itself, or by virtue of family relationship with the appellant. An alternate member shall replace any member who has a conflict of interest..

Hearing Procedures

Meeting shall follow the procedures as prescribed in M.C.L. §15.60.360

Agenda Outline

- I. Call to Order
- II. Approval of Meeting Minutes of previous meeting
- III. Cases to be heard by Authority

- a. Appeals – some appeals may be heard by an Administrative Law Judge when request, as permitted under M.C.L. §15.60.360 (G)
- b. Variances
- IV. Review of State Compliance reports
- V. Review and approve Metro Code changes
- VI. Adjournment

Decision of the Hearing Authority

At the conclusion of all of the evidence in all appeal cases heard at a hearing session, the Hearing Authority shall discuss the cases and render decisions in executive session on that date or defer decisions for no longer than (30) days thereafter.

Any action taken by the Hearing Authority shall be by motion, which shall state the reasons therefore with particularity. All the decisions of the Hearing Authority shall be by Final Order; must be in writing; must indicate the vote of each member of the Hearing Authority upon the decision; and shall specify in what manner such variation or modifications shall be made, the conditions upon which they are to be made, and the reasons therefore. Unless otherwise stated, every decision of the Hearing Authority shall be final and valid for (1) year from the date of the decision. Execution of the Final Order shall be initiated once the appeal period has passed.

The Final Order of the Hearing Authority on each case shall be promptly entered on the minutes of the meeting of the Hearing Authority by the secretary and filed in MWS. As described in M.C.L. §15.60.360 (B), under certain circumstances, an Appeal hearing, may be recorded and transcribed.

Amendment of Internal Operating Rules and Regulations

The rules may be amended at any time by a quorum of the members of the Hearing Authority. Any amendments adopted by the Hearing Authority shall be in writing and filed in the Office of Metropolitan Clerk.

Time of Effect of Internal Operating Rules and Regulations

These rules shall take effect immediately upon their approval and adoption by the Hearing Authority and the filing of same in the Office of the Metropolitan Clerk.