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METROPOLITAN  
CLERK

STANDING RULES  
OF  
METROPOLITAN TRAFFIC AND PARKING COMMISSION  
(revised December 13, 2004)

- I. The Commission shall meet on the second Monday of each month, or at the call of the Chair.
- II. The following shall be the order of business:
  - a. Call to order by the Chair (or the Vice Chair in the absence of the Chair).
  - b. Approval of Agenda and other Executive Business.
  - c. Reading and approval of the Minutes of the previous meeting.
  - d. Consent agenda.
  - e. Old Business.
  - f. Appeals.
  - g. Other New Business.
  - h. Reports.
  - i. Comments from members of the public.
  - j. Adjournment.
- III. The Chair may from time to time appoint such Committees as within his or her discretion the circumstances require.
- IV. Five (5) members of the Commission shall constitute a quorum. A quorum shall be required to conduct official business. Only four (4) members are required to hold public hearings, read communications, or hear Committee reports.
- V. Any resolution authorizing the expenditure of funds shall require a two-thirds (2/3) vote of the Commission members present.
- VI. The Secretary shall keep a separate file of all resolutions adopted by the Commission.
- VII. No action of the Commission may be rescinded except by a three-fourths (3/4) vote of the full membership of the Commission.
- VIII. No member of the Commission or employee of the Commission shall travel at Commission expense without first obtaining authorization for such travel from the Commission. Said member or employee shall within fifteen (15) days thereafter make known to the Commission, by written report, the nature of the business that made the trip necessary, the authorization for the trip, the place or city that is visited, the amount of expenses paid by the Commission, and an itemized statement of the principal expenses incurred.
- IX. At least ten (10) days prior to each meeting of the Commission, the Department of Public Works shall develop an agenda setting forth the date, time, location, order of business

and matters to be considered by the Commission. Not less than ten (10) days prior to the meeting date of the Commission, the Department of Public Works shall forward the agenda to the Metropolitan Department of Information Systems so that the agenda may be posted on the [nashville.gov](http://nashville.gov) website calendar as well as made available to all newspapers of general circulation in Davidson County. In the event of an emergency matter requiring the immediate attention of the Commission after the closing date of the agenda, on motion duly seconded the Commission may vote to amend the agenda and hear the emergency matter as appropriate.

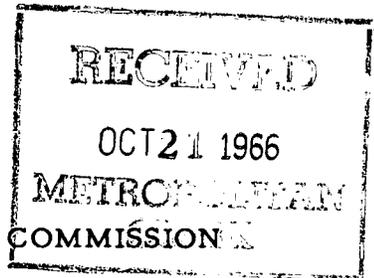
- X. Requests to appear before the Commission for a Public Hearing or for action on a specific agenda item are to be received no later than three (3) weeks prior to the meeting for that item to appear on the next agenda.
- XI. At all public hearings held by the Commission, the Chair shall have the authority to limit the number of persons allowed to speak on an issue and to limit such speakers' time.
- XII. All rulings of the Commission on matters considered at public hearings shall be made public by the Chair not later than the next regular meeting of the Commission, after consideration of staff recommendations.
- XIII. Once an appeal has been acted on by the Commission, there shall be a waiting period of six (6) months before a citizen or Councilmember is allowed to present the same appeal at the same location. This does not rule out the possibility of the Commission choosing to reconsider a vote under the normal parliamentary procedures.
- XIV. None of the Standing Rules of Order shall be amended or repealed except by affirmative vote of two-thirds (2/3) of the members of the Commission. In the consideration of any particular matter, any or all of the Rules may be suspended by the unanimous consent of those present.
- XV. No Commission member shall call any meeting of Commission employees without first obtaining approval of the Chair and/or the Chief Traffic Engineer.
- XVI. The Director of Law shall furnish to the Commission one of his or her assistants to attend Commission meetings to advise on the matters of law, where necessary.
- XVII. An election shall be held annually, in November, to elect a Chair and a Vice-Chair for the Commission.
- XVIII. In the absence of a Rule upon any subject not specifically provided for in these Rules, the Commission will be governed by Robert's Revised Rules of Order.

## NOTES ON THE STANDING RULES

1. Original set of Standing Rules filed with the Metropolitan Clerk in October 1966.
2. Annual elections adopted by the Commission beginning in November 1985.
3. 6-month waiting period for resubmitting an appeal, once it has been acted on, adopted by the Commission in May 1998.
4. 21-day deadline for Appeals adopted by the Commission in June 2001, to take effect August 1, 2001.
5. Revised Section IX to change agenda closing date from 7 to 10 days, in compliance with Council Ordinance BL2004-245, adopted by the Commission in November 2004.
6. Consolidated revision of Standing Rules prepared and presented to Commission in December 2004 as follows:
  - a. Items 2, 3 and 4 were incorporated, and some Rules were renumbered to improve the logical sequence.
  - b. In Section 1, "Monday night" was changed to "Monday" to reflect the current schedule of the Commission meetings.
  - c. Section 2 (Order of Business) was revised to reflect the current practice of the Commission.
  - d. Editorial changes were made throughout the Rules to remove gender-specific terms.

12/13/04 (JAG)

STANDING RULES  
OF  
THE METROPOLITAN TRAFFIC AND PARKING COMMISSION



I.

The Commission shall meet on the second Monday night of each month, or at the call of the Chairman.

II.

The following shall be the order of business:

1. Call to order by the Chairman (in the absence of the Chairman he shall name a Vice Chairman to serve in his place).
2. Public hearings.
3. Reading and approval of the Minutes of the previous meeting.
4. Communications.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Adjournment.

III.

The Chairman may from time to time appoint such Committee's as within his discretion the circumstances require.

IV.

Five (5) members of the Commission shall constitute a quorum. A quorum shall be required to conduct official business. Only four (4) members are required to hold public hearings, read communications, or hear Committee reports.

V.

Any resolution authorizing the expenditure of funds shall require a two-thirds (2/3) vote of the Commission members present.

VI.

The Secretary shall keep a separate file of all resolutions adopted by the Commission.

VII.

No action of the Commission may be rescinded except by a three-fourths (3/4) vote of the full membership of the Commission.

VIII.

No member of the Commission or employee of the Commission shall travel at Commission expense without first obtaining authorization for such travel from the Commission. Said member or employee shall within fifteen (15) days thereafter make known to the Commission, by written report, the nature of the business that made the trip necessary; the authorization for the trip; the place or city that is visited; the amount of expenses paid by the Commission, and an itemized statement of the principal expenses incurred.

IX.

No matter shall be set on the agenda unless filed seven (7) calendar days before the scheduled meeting.

X.

The Director of Law shall furnish to the Commission one of his assistants to attend Commission meetings to advise on the matters of law, where necessary.

XI.

At all public hearings held by the Commission the Chairman shall have the authority to limit the number of persons allowed to speak on an issue and to limit such speakers' time.

XII.

All rulings of the Commission on matters considered at public hearings shall be made public by the Chairman not later than the next regular meeting of the Commission, after consideration of staff recommendations.

XIII.

None of the Standing Rules of Order shall be amended or repealed except by affirmative vote of two-thirds (2/3) of the members of the Commission. In the consideration of any particular matter any or all of the Rules may be suspended by the unanimous consent of those present.

XIV.

No Commission member shall call any meeting of Commission employees without first obtaining approval of the Chairman and/or the Chief Traffic Engineer.

XV.

In the absence of a Rule upon any subject not specifically provided for in these Rules, the Commission will be governed by Robert's Revised Rules of Order.