

**RULES AND PROCEDURES
OF THE
METROPOLITAN TOURISM AND CONVENTION COMMISSION**

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CLERK

I. PURPOSE. These rules are to provide for the orderly disposition of the business of the Metropolitan Tourism and Convention Commission (MTCC).

II. AUTHORITY. These rules are adopted pursuant to the authority vested in the Commission by Bill Number 76-143 of the Code of the Metropolitan Government and T.C.A. Chapter 704 of the Public Acts of 1976.

III. MEMBERSHIP AND OFFICERS. The number, qualifications and appointment of members, their terms of office and the filling of vacancies shall be in accordance with Section 2.148.010 of the Code of the Metropolitan Government. Officers shall be Chairperson, Vice-Chairperson.

A. ELECTIONS. The Chairperson and Vice-Chairperson shall be elected at the annual meeting from among the appointed members of the Commission. Their terms shall be for one year with eligibility for re-election.

B. DUTIES OF OFFICERS:

1. **Chairperson.** The Chairperson shall preside at all meetings of the Commission. Except as otherwise authorized by the Commission, he/she shall sign all contracts, reports and instruments adopted by the Commission. At any meeting, the Chairperson may submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Commission. The Chairperson shall have the right to debate and vote on any issue before the Commission.

2. **Vice-Chairperson.** In the absence or incapacity of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of resignation of the Chairperson, the Vice-Chairperson shall perform those duties until a new Chairperson is elected. In the absence of both the Chairperson and Vice-Chairperson, when a quorum is present for a regular or special meeting, an interim Chairperson shall be elected from those members present.

C. VACANCIES:

Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall, at its next regular meeting, elect a successor for the unexpired term of office.

IV. ETHICAL STANDARDS.

A. Members shall conduct themselves in accordance with the standards of ethical conduct established in the Metropolitan Code, Section 2.222 et seq.

B. Conflict of Interest. Any member who has, or whose spouse, child, sibling, or parent has, a *financial* interest in any property or an issue that is the subject matter of a decision of the Commission is disqualified from participating in the discussion, decision, and/or proceedings of the Commission in connection with that property. The Commission member shall disclose the interest prior to any discussion on the matter.

C. ETHICAL CONDUCT. Members shall conduct themselves in accordance with the most recent Executive Order guiding ethics, conflict of interest, and related subjects and with the standards of ethical conduct, Metropolitan Code, Section 2.222 et seq.

D. DISCRIMINATION. The Commission shall not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability (Metropolitan Code, Section 11.20.130) in hiring, promotion or awarding of contracts. When the Commission decides to use consultant services, the "request for proposals" or "request for qualifications" shall be sent to a broad range of qualified consultant firms and made available to other firms upon request.

V. MEETINGS.

Regular meetings of the Planning Commission shall be held a minimum of one time each quarter, at a time and place within Davidson County established by the Commission. By the first Commission meeting in June of each year, the Commission shall establish a schedule of meetings for the following year. The Commission may reschedule meetings or cancel a meeting by giving public notice 10 calendar days prior to the scheduled meetings(s).

A. ANNUAL MEETING.

The first regular meeting in June of each year shall be the annual meeting. At that meeting, officers are to be elected, a member is to be chosen to serve with the Chairperson and Vice-Chairperson, and these rules are to be reviewed and considered for re-adoption.

B. SPECIAL MEETINGS.

A special meeting may be called by the Chairperson or upon the written request of three or more Commissioners. Written notification of the time, place and purpose of the meeting shall be delivered to each Commissioner at least five calendar days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.

C. OPEN PUBLIC MEETINGS ACT.

All sessions of every meeting of the Commission, including special meetings and work sessions, shall be open to the public pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101.

D. PUBLIC NOTICE.

The following rules regarding notification of the public are adopted in compliance with Sections 2.24.150 and 2.68.020 of the Metro Code, as amended by Metro Council Ordinance BL2004-245.

E. QUORUM.

The presence of five members of the Commission shall constitute a quorum for the transaction of business. The Chairperson may, at his/her discretion, wait up to 30 minutes after the scheduled meeting time for a quorum to be present. In the event that a member is required to leave a meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until a quorum is restored, other than adjournment. A majority vote of the members of the Commission present and constituting a quorum shall be necessary to decide any item of business requiring action by the Commission.

VI. INTERPRETATION OF RULES.

The Commission is the final authority as to the meaning of these rules. From time to time, the Commission may make an exception to these rules for extraordinary cases, setting out the reasons therefor.

VII. AMENDMENTS.

These rules may be amended at any regular or special meeting of the Commission by the positive vote of five members provided all members have been notified by mail or e-mail of the proposed amendment at least ten calendar days prior to the meeting.

VIII. REPEAL OF PREVIOUS RULES.

Any other rules, procedures or by-laws previously adopted by the Commission are repealed

IX. FILING PROCEDURE AND EFFECTIVE DATE.

These rules shall become effective on October 26, 2011, and a copy shall be sent to the Office of the Metropolitan Clerk.