

# THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY COMMUNITY OVERSIGHT BOARD

## Board Meeting Publication

<b>Policy Name:</b>	Board Meeting Publication		
<b>Category:</b>	Metro Community Oversight Board		
<b>Effective Date</b>	Feb. 13, 2019	<b>Last Reissue/Revision Date: Feb. 13, 2019</b>	
<b>Responsible Program or Bureau:</b>	Executive Director	<b>Review-By Date: Feb. 13, 2023</b>	
<b>Contact:</b>	Executive Director	<b>Phone Number: TBD</b>	

### I. Policy Summary

By authority of Metro Code Section 2.68.020(A): "Each board or commission of the metropolitan government shall develop a policy, approved by the department of law, for providing adequate notice of all board or commission meeting dates, times, locations and agendas. Such policy shall include a procedure for submitting such information to the department of information technology services for posting on the website calendar as provided in Section 2.24.146 of this code."

### II. Policy

The Metro Community Oversight Board and any committee composed of two or more board members will provide reasonable advance notification of its meeting dates, times, locations and agendas.

### III. Applicability

All Metro Community Oversight Board meetings and any committee meeting composed of two or more board members

### IV. Procedure

The required steps for compliance with Metro Code Section 2.68.020(A) are as follows:

- a. Regardless of postings elsewhere on the web, meeting dates, times, locations and agendas of the Metro Community Oversight Board are to be posted directly to the Calendar Events Page on Nashville.gov at: <https://www.nashville.gov/News-Media/Calendar-of-Events.aspx>.

- b. Agendas of the proceedings, in PDF format, which will include meeting dates, times, and locations, are to be provided to the Nashville.gov web team via email at: [webteam@nashville.gov](mailto:webteam@nashville.gov) for posting to the Calendar Events page.
- c. All agendas of proceedings are to be searchable PDFs, either directly from a word processing program OR by having an optical character recognition (OCR) run on a printed and scanned document.
- d. All agendas will be posted within a time period to give the public reasonable advance notice of the proceedings.

**V. Related Links and Information**

[Metropolitan Ordinance No. BL2004-245](#)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
RECOMMENDED BY:**

**APPROVED BY:**

/s/ Ashlee Davis  
Chair, Metro Community Oversight Board

2/26/19  
Date

**APPROVED AS TO FORM AND LEGALITY:**

/s/ Alex Dickerson  
Assistant Metropolitan Attorney

2/26/19  
Date

# THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY COMMUNITY OVERSIGHT BOARD

## Board Minutes Publication

<b>Policy Name:</b>	<b>Board Minutes Publication</b>		
<b>Category:</b>	<b>Metro Community Oversight Board</b>		
<b>Effective Date</b>	<b>Feb. 13, 2019</b>	<b>Last Reissue/Revision Date: Feb. 13, 2019</b>	
<b>Responsible Program or Bureau:</b>	<b>Executive Director</b>	<b>Review-By Date: Feb. 13, 2023</b>	
<b>Contact:</b>	<b>Executive Director</b>	<b>Phone Number: TBD</b>	

### V. Policy Summary

By authority of Metro Code Section 2.68.020(B): "Each board or commission of the metropolitan government shall develop a policy, approved by the department of information technology services for providing minutes of proceedings in a consistent format as soon as practicable after meeting dates. Such policy shall include a procedure for submitting agendas and minutes in a searchable electronic format for posting onto the nashville.gov website of the submitting board or commission."

### VI. Policy

The Metro Community Oversight Board and any committee composed of two or more board members will provide minutes of its proceedings in a consistent format as soon as practicable after they are approved by the Board.

### VII. Applicability

All Metro Community Oversight Board meetings and any committee meeting composed of two or more board members

### VIII. Procedure

The required steps for compliance with Metro Code Section 2.68.020(B) are as follows:

- e. Regardless of postings elsewhere on the web, meeting minutes of proceedings of the Board of Health are to be posted directly to the Boards and Commissions page on Nashville.gov at: <http://www.nashville.gov/Government/Boards-and-Commissions.aspx>.

- f. Minutes of the proceedings, in PDF format, are to be provided to the Nashville.gov web team via email at: [webteam@nashville.gov](mailto:webteam@nashville.gov) for posting to the board page.
- g. All minutes of proceedings are to be searchable PDFs, either directly from a word processing program OR by having an optical character recognition (OCR) run on a printed and scanned document.
- h. All minutes of proceedings will be posted following approval as soon as practicable.

**V. Related Links and Information**

[Metropolitan Ordinance No. BL2017-612](#)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
RECOMMENDED BY:**

/s/ Ashlee Davis  
Chair, Metro Community Oversight Board

2/26/19  
Date

**APPROVED AS TO FORM AND LEGALITY:**

/s/ Alex Dickerson  
Assistant Metropolitan Attorney

2/26/19  
Date

# THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY COMMUNITY OVERSIGHT BOARD

## Appeals Statement

<b>Policy Name:</b>	<b>Appeals Statement</b>		
<b>Category:</b>	<b>Metro Community Oversight Board</b>		
<b>Effective Date</b>	<b>Feb. 26, 2019</b>	<b>Last Reissue/Revision Date: Feb. 26, 2019</b>	
<b>Responsible Program or Bureau:</b>	<b>Executive Director</b>	<b>Review-By Date: Feb. 26, 2023</b>	
<b>Contact:</b>	<b>Executive Director</b>	<b>Phone Number: TBD</b>	

**I. Policy Summary**

By authority of Metro Code Section 2.68.030: ``Each board or commission of the metropolitan government shall make a standard announcement at the beginning of every meeting informing the public as to the process and timeframe for appealing a decision of the board or commission. Such announcement shall advise that persons interested in appealing a decision of the board or commission seek the independent advice of legal counsel to ensure that the appeal is filed in a timely manner and that all procedural requirements have been satisfied. The language for the announcement required by this section shall be approved by the department of law.

**II. Policy**

The following will be read by the Chair of the Metro Community Oversight Board at the beginning of each Board meeting and will be included in each Board agenda:

“Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of The Metropolitan Government of Nashville and Davidson County Community Oversight Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”

**III. Applicability**

All Metro Community Oversight Board meetings

**IV. Procedure**

The Metro Community Oversight Board staff member responsible for assembling and distributing the agenda shall include the policy language in each agenda. At the start of each meeting, the Chair shall read aloud the text of the policy language.

**V. Related Links and Information**

[Metropolitan Ordinance No. BL2006-1050](#)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
RECOMMENDED BY:**

**APPROVED BY:**

/s/ Ashlee Davis  
Chair, Metro Community Oversight Board

3/1/19  
Date

**APPROVED AS TO FORM AND LEGALITY:**

/s/ Alex Dickerson  
Assistant Metropolitan Attorney

2/27/19  
Date