

**RULES AND REGULATIONS  
OF THE  
BOARD OF COUNTY COMMISSIONERS OF WILSON COUNTY,  
TENNESSEE**

1. The Board of Commissioners of Wilson County, Tennessee shall be referred to as the County Commission. Members of the Board of Commissioners of Wilson County, Tennessee shall be referred to as Commissioners, Squires or members.
2. The Commission shall meet at 7:00 p.m. on the third (3<sup>rd</sup>) Monday of each month of the year. Should the third (3<sup>rd</sup>) Monday fall on a legal holiday or an emergency arise, the Commission shall meet at the same hour of the day on the following business day. Notification of the members will be left to the discretion of the County Mayor and/or the Clerk of the Commission.
3. A quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Commission, and where a vacancy or vacancies exist in the Commission the same shall not be included in determining the membership of such Commission.
4. The Agenda of the Commission shall be set by the Steering Committee.
5. A copy of the Agenda, attachments and the notice calling each Commission meeting shall be mailed (postmarked), or e-mailed, to each Commission member and the County Attorney seven (7) days before the Commission is to meet. A copy of the Agenda and notice calling each Commission meeting shall be mailed, or e-mailed, to all licensed commercial radio stations in the county, and one (1) copy to all newspapers published for sale and distribution to the general public at the same time the aforementioned is mailed, or e-mailed, to the Commission members.

A copy of the Agenda, attachments and notice shall be posted on the Wilson County website at the same time such information is mailed to County Commissioners, to remain on the website for a minimum of twenty-four (24) months.

6. The Commission shall be presided over and called to order by the County Commission Chairperson. In the absence of the County Commission Chairperson, the Chairman Pro-Tem shall preside. In the absence of the Chairman Pro-Tem, the Commission shall be called to order by the Clerk and shall elect one of the members to preside.
7. The County Commission Chairperson shall preserve order and decorum, seeking advice from the County Attorney when necessary. He may speak to points of order in preference to other members, rising from his seat for that purpose. He shall decide questions of order, with the advice of the County Attorney, subject to an appeal to the Commission by any member.
8. Except as otherwise provided by law, no person other than members of the Commission may address the Commission with the following exceptions:
  - (a) A member of the Commission may introduce a non-member and move for permission for such non-member to address the Commission, which motion shall be undebatable and shall pass upon affirmative vote of the majority of the members present.
  - (b) The County Mayor, at his discretion, may call upon non-members to address the Commission for the purpose of giving information and advice on matters before the Commission.
  - (c) County officers who by statute or Commission rules are required to present reports.

9. No person except members of the Commission and County Officers shall be admitted within the bar during the sessions of the Commission unless invited by the County Commission Chairperson.
10. County Officials, Boards and Committees required to make reports to the Commission are the Finance Director, the Director of Schools and the Road Superintendent. Also, other officials, departments, boards, committees and commissions shall report to the Commission when requested by the Steering Committee.

The manager of the Wilson County Expo Center and the manager of the Wilson County Agricultural Center shall give a quarterly report that includes, but not limited to, finances, sales and forecasted sales at the Wilson County Commission meetings during the same months that other County department quarterly reports are given.

11. Reading of the minutes may be dispensed with a motion which shall be undebatable, and which shall require the unanimous vote of the members present. Prior to the call for a motion on the minutes, the County Commission Chairperson shall call for any corrections to the minutes. In the event the reading of the minutes is so dispensed with, the minutes as previously approved and signed by the County Commission Chairperson and the Minutes Committee shall be deemed correct and official.
12. Reports of County Officers and Chairmen of standing and special committees shall be presented in writing to the Commission. No report from any department, commission, committee, etc. shall be heard without the maker of the report being present for questioning.
13. All resolutions and amendments shall be filed with the Clerk in writing before the same can be entertained by the Commission for action. Each appropriation resolution shall include a statement of the purpose of the appropriation.

All simple motions must be reduced to writing if required by any member of the Commission. The County Commission Chairperson shall in all cases state clearly the motion under consideration before action is taken.

14. All resolutions, except memorial commemoration, including those on appropriations, must be filed with the County Clerk at least seven (7) days prior to the meeting of the Commission and must be included with the Agenda when mailed to the Commission members.
15. Formal notice of all appropriations by bond issue shall be filed with the County Clerk at least seven (7) days prior to the meeting of the Commission. The notice shall contain the proposed amount of the bond issue, the specific purposes for which the bonds are to be issued and the length of time of the bond issue.
16. All resolutions must be signed by two members of the Commission and dated. In the alternative, with the approval of the proponent of the resolution, the County Attorney may sign that County Commissioner's name to the resolution, with permission. However, if the resolution is recommended for approval by a Committee, the resolution may be filed without a sponsor signature if such Committee's recommendation is noted on that resolution.
17. The County Mayor shall refer all resolutions to the appropriate Committee. The Chairman of such standing Committee shall convene the Committee prior to the next regular meeting of the Commission for the purpose of considering such resolutions and recommendations as have been referred to their Committee and shall duly make their report to the Commission at the next regular meeting of the Commission. However, the failure of the Committee to act upon a resolution shall not prevent the resolution's consideration by the Commission.

18. New business not on the Agenda at the opening of the regular meeting of the Commission may be presented by a Commission member to the Commission with the majority consent of the Commission members present at the meeting to which the new business is presented. Provided, however, that this section shall not apply to new business and resolutions which amend the budget and appropriate funds, which have not complied with Rule 14.
19. Any member wishing to address the Commission, speak in debate, or present any matter may rise from his/her seat and respectfully address the County Commission Chairperson and await notice to speak. The County Commission Chairperson shall designate such member by name and no member shall proceed to speak until so recognized.

Any member gaining the floor without recognition from the County Commission Chairperson must yield the floor immediately and wait until all members desiring to speak on the impending questions have had an opportunity to so speak.

Upon consideration of any matter before the Commission, the first person to be recognized by the County Commission Chairperson shall be the member who introduced the resolution or motion, and the second person to be recognized shall be the Chairman or other spokesman of the Committee to which the matter has been referred. The author of the resolution shall have the option of speaking last, if desired.

20. Any member shall speak no more than once on the same subject, until all members have had an opportunity to speak on it, and for no more than five (5) minutes, except that the maker of the motion or resolution and the Chairman of the Committee to which the matter has been referred shall each have the right to speak ten (10) minutes. This restriction may be waived by the majority vote of the members present.

21. When the County Commission Chairperson is putting any question, or any person is addressing the Commission, no person shall engage in private conversation above a whisper or walk across the room between the County Commission Chairperson and the person speaking, or in any manner disturb the proceedings of the Commission.
22. Should the County Commission Chairperson desire to speak upon any subject either in the negative or the affirmative, he may do so, provided he vacates the chair whereupon the Chairman Pro-Tem shall preside until the matter under consideration is disposed of by the Commission. However, the County Commission Chairperson may answer questions, provide information, and give explanations from the chair, the Commission not objecting.
23. No member who has spoken upon any subject before the Commission shall be allowed to call for the previous question until all members desiring to speak on the subject under debate have had the opportunity to do so.
24. Each member while speaking shall confine himself/herself to the question under debate and avoid all personal or sarcastic language.
25. Once a motion has been made and duly seconded, the County Commission Chairperson will state the motion so that debate on the motion may begin.
26. Whenever a motion or resolution has been presented to the Commission and an amendment, or amendments, to the original motion have been offered and a motion to table is then made, and properly seconded, then the motion to table shall be acted upon first with discussion to cease after the motion to table is made, except that one proponent of the motion or resolution may speak to the subject, as well as the maker of the motion to table. There shall be no further discussion before the vote is taken on the motion to table.

27. No motion or resolution can be rescinded except by two-thirds (2/3) vote of the legal membership of the Commission.
28. No motion to reconsider a vote on any motion or resolution shall be entertained unless the maker of the motion to reconsider voted with the prevailing side. Any member may second the motion to reconsider. The motion to reconsider must be made before the next order of business.
29. On all questions coming before the Commission, the County Commission Chairperson shall take a voice vote of ayes and nays. If any doubt exists as to the vote, a member may ask that a roll call be taken by the Clerk and the results ascertained in that manner. On all appropriations measures a roll call vote shall be taken.
30. When a roll call vote is being taken, any member when his/her name is called, may "abstain". Every member shall be entitled to vote or change his/her vote at any time prior to the official announcement by the County Commission Chairperson of the final vote tally.
31. When the County Commission Chairperson is to receive nominations from the floor, a member may nominate one other person for each position. The floor will be kept open until every member has had the opportunity to nominate a person if he desires before nominations are closed.
- 32A. The ballots are cast by voice and a majority of the legal membership is required for election, except when the Commission is electing members to the Budget Committee, Finance Committee, Insurance Committee and the Wilson County Road Commission, when the elections shall be conducted by a paper ballot delivered to the County Clerk. The County Commission Chairperson, County Clerk and Chairman Pro-Tem shall then tally and certify the results. In all balloting, the votes, if signed, of each individual member shall be recorded.

32B. Before the Wilson County Commission votes or considers any motion or resolution regarding the elected position to be filled, the Chairman of the Wilson County Commission shall allow registered voters of the county an opportunity to submit names to the County legislative body for consideration. The names may be submitted in writing to the Chair prior to the meeting or may be submitted in person at the meeting. For a name to be considered, a member of the County legislative body must subsequently nominate the person. Members of the County legislative body may also nominate a candidate or candidates to fill the office or vacancy without the name being submitted by a voter. Nominations do not require a second. If the person nominated is not present at the meeting, the person making the nomination shall submit a signed statement from the nominee that the nominee is willing to serve in the position if appointed.

After nominations cease, the Wilson County Commission may discuss the nominations and may, at the discretion of the Chairman of the County Commission, interview nominees or allow nominees the opportunity to address the Wilson County Commission. Upon motion passed by majority of the members, the vote to make the appointment may be postponed to a subsequent meeting, provided that adequate public notice of the meeting is given in accordance with State law.

To receive an appointment, a nominee must receive the votes of a majority of the members of the County legislative body eligible to vote on the appointment.

Where there are multiple nominees for an appointment and no nominee receives a majority of the votes after the initial vote, the nominee receiving the lowest vote total, or nominees if there is a tie, shall have their name(s) removed from eligibility for election on the next ballot.

Where multiple nominees still remain, the following procedure will be followed on each vote until a nominee has received the votes of the majority of the members of the County legislative body eligible to vote on the appointments, or only two nominees remain. At that time, the Wilson County Commission shall continue to vote until one nominee receives the votes of a majority of the members of the County legislative body eligible to vote on the appointment. Should three (3) nominees remain, and the bottom two tie, neither shall have their name removed, so long as they remained tied.

No secret balloting shall be permitted. Each vote shall be conducted by paper ballot delivered to the County Clerk. The County Mayor, the County Clerk and Chairman Pro-Tem, shall then tally and certify the results. The vote of each district will be read out loud with the candidate that the vote is cast for as well as the district that placed the vote. Each member's vote regarding the appointment process shall be recorded by the Clerk and entered on the minutes of the County legislative body.

A tie vote of the Wilson County Commission regarding an appointment may be broken in the same manner that other tie votes of the body may be broken.

If any provision of this rule should ever conflict with State law, then the applicable provision of State law shall control.

33. If no one shall be elected on a given ballot, then the balloting shall continue until a nominee receives the votes of a majority of the entire membership of the Commission.
34. The results shall be announced by the County Commission Chairperson. Any challenge to the vote or the procedure conducted shall be made prior to the next order of business.

35. Except as may be otherwise prohibited by law, the County Mayor shall appoint all committees, except for the Budget Committee, Finance Committee and the Insurance Committee, shall fill all vacancies, shall be an ex-officio member of all committees and sub-committees and shall have the care, custody and control of all County-owned property.
36. There shall be two (2) types of committees-standing (permanent) and special (temporary). The Commission or County Commission Chairperson may create such special committees, as the circumstances require. No special committee shall be created for any purpose when there is a standing committee on the same subject.
37. Committees have any and all authority necessary to request the assistance of county, regional, State and Federal government departments, commissions and agencies. Committees cannot obligate the County involving money without approval of the Commission.
38. The role and jurisdiction of a Commission committee other than that required by law is to investigate and study matters, provide information and to present recommendations to the Commission, as generally described in Rule 46. Questions regarding jurisdiction of any committee shall be referred to the Steering Committee for determination subject to the appeal to the Commission at its next regular meeting.
39. All committee meetings are open to the general public. A fifteen (15) minute "Public Comment" provision shall be added to the Agenda for all committee meetings. During this Public Comment period, citizens of Wilson County may address the committee about any concern, with any individual presentation not to exceed three (3) minutes. Questions asked of the committee and the responses to the questions are included as part of the three (3) minute time limit.

There shall be no verbal assaults or confrontations with the committee members. Proper decorum shall be observed at all times. Should this rule be violated, in the Chairperson's opinion, the Chairperson may close the Public Comment portion of the meeting, noting his reason(s) in the minutes. The committee is not obligated to take any action on any request made during the Public Comment portion during that meeting of the committee. The time allowed for the Public Comment portion of the Agenda may be increased or decreased by a majority vote of the committee, after a proper motion and second. Prior to the beginning of the Public Comment portion of the Agenda, the Committee Chairman will read a prepared statement advising those present of the rules on participation in the Public Comment portion of the Agenda. The Agenda for each Wilson County Commission committee meeting will be placed on the Wilson County, Tennessee government website within three (3) to five (5) days prior to the specific meeting. It shall be the responsibility of the Chairman of each committee, or his/her designee, to relay the Agenda information to the office of the Wilson County Mayor in such a manner as to allow compliance with Resolution No. 09-8-4.

40. The minutes of all Commission committee meetings shall contain the day, time and place the Commission committee convenes, the members present, a summary of matters considered and record of voting on the action taken on each recommendation to the Commission, and the time of adjournment.
41. A minority report from any and all committees is expressly permitted.
42. Committee reports shall be given to the Commission by the Chairman or a member from the rostrum in the front of the courtroom. Upon completion of his report, the speaker shall yield to questions and the minority report and questions related thereto shall be heard. Before discussion, there shall be a motion and a second and it shall be so stated by the County Commission Chairperson.

43. Minutes of committees, commissions and department reports shall be kept on file for a period of no less than two (2) years.
44. The County Clerk and/or County Mayor shall, upon request, provide secretarial assistance to committees of the Commission during regular scheduled hours of the Clerk's office, provided it does not interfere with the normal duties of their offices.
45. The County Clerk shall furnish one or more of the pages of Commission and committee minutes to the general public, upon request, in accordance with the schedule for reasonable charges according to the State Public Records policy or any policy subsequently adopted by Wilson County.
46. The standing committees of the Commission shall be:
  - Agricultural Extension
  - Education
  - Health and Welfare/Recreation
  - Law Enforcement
  - Public Works
  - Rules
  - Financial Management
  - Planning and Zoning
  - Agricultural Center Management
  - Minutes
  - Steering
  - Emergency Management Agency
  - Insurance and Benefits
  - Judicial
  - Development and Tourism
  - Broadband Access/Cable TV/Back Tax
  - Ethics Committee
  - Budget Committee
  - Audit Committee
  - Animal Control

The duties of the Committee are:

- (a) Agricultural Extension: to promote programs of the county related to the growth and development of agriculture and to consult with the offices of the County Agent, Soil Conservation and others to bring before the Commission all matters pertaining thereto.
- (b) Education: to bring recommendations and information to the Commission concerning any and all matters related to schools financed by county funds. The Education Committee shall consist of seven (7) members.
- (c) Health and Welfare/Recreation: to present recommendations and information to the Commission concerning any and all matters relating to the Health Department, the Human Services Department and similar not-for-profit organizations and to study and recommend to the Commission matters concerning the development of recreational facilities and programs in Wilson County. The Health and Welfare/Recreation Committee shall consist of five (5) members.
- (d) Law Enforcement: to encourage cooperation and coordination of all safety and law enforcement agencies with the county and to recommend and inform the Commission of any matters relating to the Sheriff's Department, Jail and Traffic Control. The Law Enforcement Committee shall consist of seven (7) members.
- (e) Public Buildings: to recommend and inform the Commission as to needed maintenance and improvements to all County-owned buildings and properties not under the control of an independent Board or Commission.

The Public Buildings Committee will submit to the County Mayor, County Finance Director and County Commission, on or about March 1 of each year, a recommendation of needed maintenance and improvements in all County-owned buildings and properties by order of highest priority. The Public Buildings Committee shall consist of seven (7) members.

- (f) Rules Committee: to recommend to the Commission rules and procedures for use by the Commission, its committees and various departments, commissions and agencies as they relate to the Commission; to review those rules periodically and to recommend changes thereto when circumstances warrant. The Rules Committee shall consist of five (5) members.
  
- (g) Financial Management Committee: The existing Finance Committee shall be known as the “Financial Management Committee” pursuant to TCA §5-21-104 statute, which at the present time, consists of the County Mayor, Superintendent of Highways, Director of Schools, and four (4) members elected by the County Commission at its regular September session of each year or at any subsequent session. The four (4) members elected by the county legislative body need not be members of the Commission.  
The committee will elect its own chairperson and shall meet from time to time, as it may deem necessary for the discharge of its duties. The Finance Director shall be the ex-officio secretary of the committee. The committee shall establish and approve policies, procedures and regulations in addition to the specific provisions of this chapter, for implementing a sound and efficient financial system; and for administering the funds of Wilson County. The Wilson County Financial Management System shall include budgeting, accounting, payroll, cash management and such other financial matters necessary to an efficient system.

- (h) Planning and Zoning: to recommend and inform the Commission as to all matters concerning planning and zoning in the county and to work with the Planning Commission in studying future growth patterns, shifts in populations, etc.; and to recommend resolutions providing for the proper implementations of planning principles. The Planning and Zoning Committee shall consist of seven (7) members.
  
- (i) Agricultural Center Management: to approve and recommend to the County Mayor, or his designee, rental and use agreements, contracts and such other instruments and agreements concerning the use and enjoyment of the agricultural and community center by the community groups, and further to study and recommend to the Commission proposals for the further development of the Agricultural and Community Center; and further to promote programs related to the growth and development of commerce, industry and tourism in the county. The committee may contain either voting or non-voting non-commission members. The Agricultural Center Management Committee shall consist of thirteen (13) members of which seven (7) are to be County Commissioners and a minimum of one (1) to be a member of the Wilson County Promotions.
  
- (j) Minutes: to meet with the Commission Chairperson to read the minutes and to attest to their general and specific accuracy and to review present laws and make recommendations to the Commission on matters about which legislation is needed. The Minutes Committee shall consist of five (5) members.
  
- (k) Steering: This committee shall be composed of the Chairman of all standing committees with the exception of the Agricultural Extension Committee.

The Committee shall consult with the Commission Chairperson on all matters pertaining to the conduct and affairs of the County Commission, consider any questions or disputes arising over jurisdiction and authority of existing committees; and develop with the Commission Chairperson the Agenda for each meeting of the County Commission. Should the Chairman of any standing committee not be present for the meeting of this committee, the Vice Chairman may serve for the Chairman at that meeting. A standing committee shall have only one (1) vote at any Steering Committee meeting.

- (l) Emergency Management Agency: to encourage cooperation and coordination of all safety and law enforcement agencies within the county and to recommend and inform the Commission on any matters relating to Civil Defense, Fire Protection, safety and other emergency services. The Emergency Management Agency Committee shall consist of seven (7) members.
  
- (m) Insurance and Benefits: This committee shall be composed of five (5) members appointed by the County legislative body pursuant to TCA §8-27-502 and charged with the responsibility to carry out the intent of TCA §8-27-501 et seq. This committee shall prepare and present for approval a contract or contracts with one or more insurance companies, or other corporations which may exist under the provisions of Chapters 27, 18 or 19 of Title 56 authorized to do business in the State of Tennessee, or with one or more insurance company or companies, or corporation, as set out above authorized to do business in the State of Tennessee for a policy or policies of group insurance to provide for payment of group life, hospitalization, disability or medical expenses for county hospitalization, disability or medical expenses for county employees and officials.

This committee shall further study and recommend to the full County Commission any matters concerning issues of workers compensation and shall recommend to the full County Commission a contract of workers compensation insurance with one or more insurance companies authorized to do business in the State of Tennessee.

- (n) Broadband Access/Cable TV/Back Tax: to recommend and inform the Commission as to all matters, concerning cable TV/broadband or internet services and all franchises in the county, including the interpretation, application and enforcement of all State and Federal laws governing cable TV and all related services and to make recommendations concerning the adoption, interpretation, and transfer for all present and future franchises. This committee shall consist of five (5) voting members from the Commission and up to three (3) ad hoc members in a non-voting capacity. This committee shall also hear any cases brought by citizens in a specific geographic area for major customer service or lack of service in order to facilitate a solution. The committee has the authority to audit franchise fee payments and request service records of any cable TV/broadband company as per the franchise agreement in place. Will serve as an oversight in all matters related to the PEG Channel brought by the PEG Channel manager.

Back Tax Committee works together with the Clerk of the Court and the back tax attorney in the collections of delinquent back taxes. The committee will authorize the sale of any property that is deemed delinquent to the point that it must be sold at public auction as recommended by the back tax attorney.

- (o) Judicial: to recommend and inform the Commission on any matters concerning the Judicial Commissioners, the General Sessions Judges, the Circuit Court Clerk and the Clerk and Master. The Judicial Committee shall consist of five (5) members.
  
- (p) Development and Tourism Committee: to study and recommend to the Commission industrial, commercial development and tourism facilities and programs in Wilson County; to work with the Joint Economic and Community Development Board of Wilson County, Tennessee in furtherance of these facilities and programs; to consult and foster cooperation with the three municipalities of Wilson County, Tennessee; and to recommend resolutions in furtherance of industrial, commercial, development and tourism. The Development and Tourism Committee shall consist of five (5) members.
  
- (q) Budget Committee: The Budget Committee shall establish and approve policies, forms and documents, procedures, and regulations necessary for the preparation of the annual operating and capital improvements budgets. On or before February 1 of each year the Committee, in conjunction with the Finance Director, shall prescribe the budgetary procedures, forms, calendar and other information as may be necessary to implement the budgetary procedures contained in the Financial Management Act of 1981. The Committee shall review and present the recommended budget to the members of the County legislative body at least ten (10) days prior to the July County Commission meeting and shall fully provide in the budget all requirements for debt service, interest and bond maturities and for any cash deficit in any fund at the beginning of the fiscal year, and shall propose a tentative tax rate to fund such budget. The Committee shall fully provide for any Court ordered expenses, including, but not limited to, deputies' and assistants' salaries authorized by Court Order pursuant to Title 8,

Chapter 20 of Tennessee Code Annotated. At least ten (10) days before the proposed budget is to be presented to the governing body, the Committee shall cause to be published in a newspaper of general circulation the proposed annual operating budget. The Committee shall present the budget to the County legislative body at the regular July meeting each year, or at a special session called for this purpose prior to the regular July meeting. With the proposed budget, the Committee shall deliver to the County legislative body a budget appropriation resolution and a tax levy resolution. The Budget Committee shall consist of five (5) members appointed by the County legislative body but they need not be members of the County legislative body. (See County Res. 08-8-3)

- (r) Audit Committee: As recommended by the County Audit Division of the State Comptroller's Office and in order to maintain Wilson County and its three municipalities standing as "Three Star Communities" the Audit Committee shall consist of five (5) members and shall have at least two (2) meetings per year with one being prior to the beginning of the annual audit and the other being after the work on the annual audit has been completed but prior to the auditor's report being issued. One member of this committee shall be a banker. The second member shall be a Certified Public Accountant or other financial person. The third member shall be a Commissioner from the Education Committee. The remaining two members shall be County Commissioners, or citizens of Wilson County, who are not currently serving on the Budget Committee, the Finance Committee or an employee of Wilson County government. Members of this committee shall be recommended by the Wilson County Mayor and confirmed by a majority vote of the Wilson County Commission.

- (s) Ethics Committee: This committee shall consider questions and complaints regarding violations of the County's Code of Ethics or of any violation of State law governing ethical conduct. Complaints shall be in writing, signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based. These complaints should be delivered to the Chair of the Ethics Committee. The County Mayor, Chairman of the Ethics Committee and the County Attorney will serve as a screening process by reviewing these complaints. If it appears there are criminal allegations, it will be referred to the District Attorney's office.

If it appears there are ethical violations, the complaint will be taken before the Ethics Committee.

If it appears there is no specific and supportable evidence to support the charge, it will be sent back to the person or persons submitting the complaint with a request for additional information. No complaint will be dismissed through the screening process. The committee shall investigate any credible complaint against an official or employee charging any violation of this Code of Ethics or may undertake an investigation on its own initiative when it acquires information indicating a possible violation and make recommendations for action to end or seek retribution for any activity that, in the committee's judgment, constitutes a violation of this Code of Ethics.

The committee shall consist of five (5) members appointed to one (1) year terms by the County Mayor, with confirmation by the County legislative body. At least three (3) members shall be members of the County legislative body; one (1) member shall be a Constitutional County Officer or, should no Constitutional County Officer be willing to accept appointment, an additional member of the County legislative body; and the remaining member may be either a member of a board, committee, commission,

authority, corporation, or other instrumentality governed by this policy, or an additional member of the County legislative body.

- (t) Animal Control: shall consist of five (5) members, three (3) of whom shall be County Commissioners and the remaining two (2) shall be citizens of Wilson County, Tennessee. Members shall be appointed by the County Mayor and confirmed by the Wilson County Commission. Members shall serve two (2) year terms with elections in September of even numbered years. This committee is responsible for budgeting and oversight of Animal Control in Wilson County. They shall prepare a job description for the position of Animal Control Supervisor and all positions in Animal Control.

The Committee shall be responsible for determining and implementing, the general policy for Wilson County Animal Control and shall recommend the job duties and classifications of all Wilson County Animal Control personnel.

47. A quorum for all county committees, agencies, boards and commissions, where not otherwise established by law, shall be a majority of the duly qualified and acting members, excluding vacancies.
48. Unless otherwise provided by law, no motion shall be deemed approved by any county committee, agency, board or commission unless it shall have received the affirmative vote of the majority of the duly qualified and acting members, excluding vacancies.
49. In the absence of a rule upon any subject not specifically provided for in these rules, the Commission will be governed by Robert's Rules of Order.

50. The foregoing Rules of Order shall govern the procedures of this body until such time as the same are amended, suspended or repealed by the affirmative vote of two-thirds (2/3) of the legal membership of this body.
51. No member of this body shall be eligible to serve on more than one of the following:
  - (a) Road Commission
  - (b) Budget Committee
52. The Wilson County Commission requests the minutes of all boards and commissions approved by or financially funded by the Board of Wilson County Commissioners be distributed along with the Agenda before each meeting of the Board of Commissioners.

In the event the minutes are unavailable for distribution at that time, those minutes will be handed to each Commissioner at the regular meeting or distributed with the next packet.

53. Any request before a committee for an appropriation or a line-item change must be specific, in writing and presented by the proponent of the appropriation or line item change, unless waived by majority vote of the committee.
54. The consent agenda is a component of the regular monthly meeting agenda. The consent agenda will include the following:
  - (a) All budget amendment requests involving line-item transfers or category transfers in a total amount of \$5,000 or less which do not affect the fund balance;
  - (b) Any proposed road name changes and all resolutions setting speed limits on county roads;

The consent agenda will be placed on the agenda at the discretion of the Steering Committee. The consent agenda will be voted on as a single item. Any individual Commission member may request any item on the consent agenda be removed and voted upon separately. All items affecting the fund balance will be considered a separate item within the regular agenda.

55. Each County Commissioner shall receive a minimum of Eight Hundred, Fifty-Seven Dollars and Five Cents (\$857.05) per month as payment of their service as County Commissioner and service on any and all committees.
56. If a County Commissioner misses two or more consecutive committee meetings, the Commissioner can be removed from their position on that committee by the County Mayor.
57. In the interest of maintaining proper decorum and conduct while any committee, board, commission of the County Commission is in session, all signs, either hand held or posted, in support of, or opposition to, an issue to be considered are prohibited inside the Courthouse.