



Henry County Regional Planning Commission

By-Laws

Re-Adopted – July 14, 2026

BY - L A W S
OF THE
HENRY COUNTY REGIONAL PLANNING COMMISSION

ARTICLE I

AUTHORITY

These by-laws are adopted under the authority of Tennessee Code Annotated and amendments thereto as set forth in Section 13-3-103 as follows: "Each regional Planning Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which shall be a public record."

OBJECTIVES

The objectives and purposes of the Henry County Regional Planning Commission shall be as set forth in Sections 13-3-104 through 13-3-105 of the Tennessee Code Annotated and amendments and supplements thereto and those powers and duties delegated to the Planning Commission by the chief legislative body in accordance with the above mentioned enabling legislation.

ARTICLE II

MEMBERSHIP

- Section 1. The Henry County Regional Planning Commission shall have seven (7) members the majority of whom shall hold no salaried public office or position except university positions.
- Section 2. Members of the Henry County Regional Planning Commission shall be **appointed** by the County Mayor and confirmed by the County Commission.
- Section 3. **The term of any member serving by virtue of elected office shall be coterminous with that office.** The term for all appointed members shall be four (4) years.
- Section 4. The County Commission may remove any member of the Planning Commission for cause specified in writing served on the member and after a hearing as provided in Section 13-3-

101 of the Tennessee Code Annotated. In addition, any Planning Commission member absent from three consecutive regular meetings shall be referred by the Chairman (or acting Chairman) to the County Commission for removal from office.

ARTICLE III

OFFICERS AND THEIR DUTIES

- Section 1. The officers of the Planning Commission shall consist of a Chairman, Vice- Chairman, and Secretary-Treasurer.
- Section 2. The Chairman shall preside at all meetings and hearings of the Planning Commission and have duties normally conferred by parliamentary usage on such officer.
- Section 3. The Chairman shall be one of the appointive members of the Planning Commission. He shall have the privilege of discussing all matters before the Planning Commission and to vote thereon.
- Section 4. The Vice-Chairman shall be one of the appointive members of the Planning Commission and shall act for the Chairman in his absence.
- Section 5. The Secretary shall keep the minutes and records of the Planning Commission, certify Planning Commission approval of subdivision plats and other documents acted upon by the Planning Commission, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a secretary or requested by the Chairman..

ARTICLE IV

ELECTION OF OFFICERS

- Section 1. Nomination of officers shall be made from the floor and officers shall be elected at the annual organizational meeting which shall be the regular January meeting of the Commission during which time the chief elected official of the county legislative body shall act as Chairman Pro-Tem.
- Section 2. The nominee for each office receiving a majority vote of the voting membership of the Planning Commission shall be declared elected.

Section 3. All officers shall be elected for a term of one (1) year and all officers shall be eligible to succeed themselves.

Section 4. Vacancies in offices shall be filled immediately for the unexpired term by the regular election procedure.

ARTICLE V

MEETINGS

Section 1. Meetings shall be held on the second Tuesday of each month at 3:00 p.m. in the Henry County Courthouse or such other place and time as shall be designated in the commission agenda.

Section 2. A majority of the entire membership of the Planning Commission shall constitute a quorum. A quorum shall be present before any official actions may be taken.

Section 3. All plans, reports and recommendations of the Planning Commission must be approved by a majority of the voting members of the Commission.

Section 4. A record of the vote of each member on each major question shall be kept as a part of the minutes.

Section 5. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call such a meeting when requested to do so in writing by a majority of the members of the Planning Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission. **The Secretary shall provide notice of the meeting and publish an agenda consistent with applicable provisions of Tennessee law.**

Section 6. Regularly scheduled meetings may be canceled by the Chairman at his discretion. The chairman may delegate this authority to either the Vice-Chairman.

ARTICLE VI

Section 1. Items to be included on the Planning Commission Agenda shall be submitted to the County Mayor ten (10) days in advance of the meeting date. Item shall not be added to the agenda after this date without the unanimous consent of the Planning Commission members present and voting.

Section 2. Only persons recognized by the Chairman may address the Commission.

ARTICLE VII

COMMITTEES

Committees may be established by the Planning Commission for any purposes and terms approved by the Commission. Committee members shall be appointed by the Chairman for one year terms.

ARTICLE VIII

EMPLOYEES

The Planning Commission may appoint or employ such staff as the Commission deems necessary in accordance with Section 13-3-103 of the Tennessee Code Annotated and may contract with planners, engineers or other consultants for such services as it may require.

ARTICLE IX

PUBLIC HEARING

- Section 1. In addition to those required by law, the Commission may, at its discretion, hold public hearings when the Commission deems hearings will be in the public interest.
- Section 2. Adequate notice of such hearings shall be provided pursuant to provisions specified in Tennessee Code Annotated.
- Section 3. A record of the hearing proceedings including a list of those persons speaking before the Commission shall be kept in the files of the Planning Commission.

ARTICLE X

PROVISIONS FOR AMENDMENT

These By-Laws may be amended by a majority vote of the Planning Commission at a regularly scheduled meeting of the Planning Commission.

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