



HAYWOOD COUNTY COMMISSION

County Legislative Body

Local Government Rules Manual

This document is a compilation of rules governing meetings, policies, and structure of Haywood County Government under the authority of the Haywood County Commission as the Legislative Body

Haywood Local Government Committee
www.HaywoodTN.gov

The County Legislative Body

Haywood County Commission - 2025-2026

District	#	Commissioner	District	#	Commissioner
I	1	Dell Phillips	VI	1	Link Carlton
I	2	Janice Rogers	VI	2	Becky Booth
II	1	Richard Jameson	VII	1	Larry G Stanley
II	2	David Prince	VII	2	James Farrington
III	1	Sheronda Green	VIII	1	Jeffery Richmond
III	2	Steven King	VIII	2	Cecil Giles
IV	1	Alan O'Quin	IX	1	Chris Richards
IV	2	Periann Houghton	IX	2	Leonard Jones, Jr
V	1	Wally Eubanks	X	1	Jim Duke
V	2	Sharon Hayes	X	2	Rhonda Thompon

Officials

David Livingston, Mayor
Sarah Levy, County Attorney
Sonya Castellaw, Secretary
Billy Garrett, Jr, Sheriff

Local Government Committee

Sharon Hayes, Chair • Alan O'Quin, Vice Chair
Jim Duke • Dell Phillips • Rhonda Thompson



Haywood County

Board of County Commissioners

The County Legislative Body

INTRODUCTION

The **Haywood County Commission**, as the duly elected legislative body of Haywood County, affirms its commitment to effective, accountable, and transparent governance. Recognizing that county government exists to serve the citizens of Haywood County, the Commission pledges to conduct the public's business with integrity, fairness, and respect for the law.

This Rules Manual provides a framework for decision-making, public engagement, and orderly conduct of county government. It reflects the Commission's responsibility to:

- Protect the rights and interests of all citizens.
- Ensure fiscal responsibility and sound stewardship of public resources.
- Provide open access to meetings, agendas, and deliberations in accordance with the law.
- Foster public trust through consistent application of rules and procedures.
- Promote efficient, effective governance that reflects both state authority and local needs.

By adopting these rules, the Commission establishes a clear standard for legislative practice and public accountability in Haywood County government.

Local Government Rules Haywood County Commission



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County Legislative Body Board of Haywood County Commissioners (The Commission)

OVERVIEW

Legislative Authority

The Commission is responsible for legislative functions of the county government, including adopting the county budget, setting the tax rate, exercising zoning powers for unincorporated areas, and enacting laws authorized by the State of Tennessee. As a political subdivision of the State, Haywood County may only exercise powers that are expressly granted by the Tennessee General Assembly. These powers are conferred either through Public Acts (laws of general application, codified in the Tennessee Code Annotated), or through Private Acts (laws applying to a particular county). Counties have no authority to act outside the scope of powers granted by the General Assembly.

Haywood County Commissioners

The legislative body of Haywood County consists of a twenty-member Commission. Commissioners are elected to four-year terms, beginning on September 1 following their election at the regular August election. *TCA § 5-5-102*.

- The county is divided into ten voting districts, each represented by two commissioners.
- Maps of the voting districts are available at the Haywood County Election Office and online at the State Comptroller of the Treasury website.
- District boundaries are reviewed and adjusted every ten years in accordance with the U.S. Census and the State of Tennessee redistricting guidelines.
- County commissioners must reside within and be qualified voters of the district they represent. They serve in a part-time capacity for the county.
- The County Mayor serves as a nonvoting, ex officio member of the Commission.

Local Government Rules

This manual is a resource for the Haywood County Commission and the county system of Boards, Commissions, and Committees. It sets forth rules governing:

- Commission and committee meetings
- Parliamentary conduct
- Open meeting requirements
- Public access and transparency
- County policies and structure

The purpose of these rules is to promote consistency, transparency, and accountability in county government.

Sources

This compilation was prepared by the Haywood Local Government Committee in consultation with the County Attorney. The rules derive from the county's predominate sources of authority, standards, and practices:

- Tennessee Code Annotated (TCA)
- The University of Tennessee County Technical Assistance Service (CTAS)
- Tennessee Comptroller of the Treasury
- Haywood County Commission Resolutions and Actions
- Robert's Rules of Order

Statutory Precedence

In the event any of these rules are determined to be in conflict with statutory provisions, state laws shall take precedence.

ARTICLE I

MEETINGS OF THE BOARD OF COUNTY COMMISSION

RULE 1

Convening The Commission

The Commission shall meet at the Alan G. King Justice Complex at 6:00 P.M. on the third Monday of each month. Should any prescribed meeting date fall on a county-recognized legal holiday or if an emergency should arise, the Commission shall meet at 6:00 P.M. on the following day. Notification of the members for regular meetings shall be the responsibility of the Commission Chair and County Clerk. Special-called meetings shall follow provisions of Rule 4H.

RULE 2

Quorum of Commission Members

A quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Commission. Vacancies shall not be included in determining the membership of the Commission.

RULE 3

Order Of Business and Agenda

- 3A. Agenda to the Commission in Advance.** The tentative agenda for regular meetings shall be distributed to the Commission at least 72 hours prior to the meeting (See Rule 4).
- 3B. Adoption and Closing of Agenda.** Upon convening, the Commission should follow the established order of business outlined. The Commission must vote to adopt the agenda, and may, by majority vote, add or delete agenda items arising from matters that could not be reasonably anticipated. After such modifications, The Commission must vote to close the agenda. Once the agenda has been closed, no new matters may be introduced except as provided in Rule 3C on Amendment of Agenda.

3C. Amendment of Agenda. While the intent is to follow the adopted and closed agenda, unforeseen circumstances may require further changes during the meeting. In such cases, a motion to amend the adopted agenda must be made, and shall require a two-thirds roll-call vote of the entire membership in order to pass.

3D. Agenda Order

1. Call to order by Chair. In the absence of the Chair, the Chair Pro Tempore shall preside.
2. Roll call by the Clerk
3. Prayer and Pledge of Allegiance
4. Recognitions and Resolutions for special honors, memorials, and awards
5. Public Comments – in accordance with Rule 14
6. Approval of the Minutes
7. Reports - County Officials & Mayor
8. Reports - Standing and Special Committees
9. Amend, Adopt, and Close the Agenda
10. Elections, Appointments, and Confirmations
11. Unfinished Business
12. New Business
13. Announcements
14. Adjournment

RULE 4

Agenda Packets and Advance Access

Public Notice of Meetings; Called Meetings

4A. Developing the Commission Agenda. The Commission Chair is responsible for agenda development and producing the tentative agenda upon consultation with the mayor, elected officials, and chairs of standing and statutory committees. Budget amendments, proposed resolutions, and policy recommendations shall be forwarded by committee chairs and elected officials for inclusion. All county commissioners shall have the opportunity to propose agenda items and resolutions for the upcoming meeting within the established timeline clearly communicated by the Chair.

- 4B. Tentative Agenda to Commissioners.** The Chair shall forward to each member of the Commission the tentative agenda and all supporting materials for the upcoming Commission meeting **not less than seventy-two (72) hours** prior to the meeting date. The agenda and materials may be transmitted electronically by email; however, any Commissioner may request a hard copy.
- 4C. Public Accessibility of Agenda – Withholding Items Prohibited – Posting on Website. TCA 8-44-110**
- a) At least forty-eight (48) hours** prior to a regular meeting or a local governmental body shall make available to the public, at no charge, the agenda for the upcoming regular meeting in a place accessible to the public. **The agenda must reasonably describe the matters to be deliberated or acted upon during the public meeting.**
 - b)** A local governmental body may deliberate or act upon matters not listed on the agenda of its regular meeting if the body follows its bylaws or properly adopted rules and procedures and complies with all applicable state laws.
 - c)** A local governmental body shall not circumvent the spirit or requirements of this section by withholding items from an agenda for the purpose of avoiding public disclosure of business to be considered by the legislative body.
 - d) A local government legislative body that maintains a website shall make an agenda available to the public through the website.** The website is considered a place that is accessible to the public for purposes of compliance with subsection (a).
 - e)** The **local governmental body** under this statute includes the:
 - 1. County Legislative Body
 - 2. Regional Planning Commission
 - 3. Board of Zoning Appeals
 - 4. Haywood Public Utility Board
 - 5. Industrial Development Board
 - 6. Housing authority
 - 7. County Election Commission
 - 8. Budget Committee of the county legislative body
- 4D. Applicability to Boards, Commissions, and Committees.** It is the intent of the Haywood County Commission that the above provisions of Rule 4C on Public Accessibility shall apply to all Boards, Commissions, and Committees within Haywood County government, in addition to those specifically listed in *TCA § 8-44-110(e)*.

- 4E. Agenda Materials and Supporting Documentation.** Agenda packets shall include minutes, financial summaries, proposed budget amendments, committee reports, proposed resolutions, and other information pertinent to the agenda. Materials should be distributed with the agenda to allow adequate time for review and preparation for the meeting. Standing committee minutes, reports, and recommendations should be included with the agenda packets.
- 4F. Agenda to Media.** The Chair will forward to the media the tentative agenda and supporting materials of the next Commission meeting at least 48 hours prior to meeting date.
- 4G. Agenda Posted on Haywood County Website.** The Chair shall ensure the agenda and supporting materials for the upcoming meeting are posted on the website for public access at least 48 hours prior to a regular meeting. The agenda and materials should be submitted within reasonable lead time for the website administrator to update the website within the required 48-hour state mandate. The agenda and supporting documents should be posted under a designated section for County Commission meetings. This section should provide access to:
- a) Agenda and supporting documents for upcoming meetings; and
 - b) Archives of prior meetings, including agendas, minutes, and related materials.
- 4H. Called Meetings - Agenda & Notices – TCA § 5-5-105**
- a) **Authority to Call.** Special meetings of the Commission may be called by the County Mayor. The Chair of the Commission may also call a special meeting upon receipt of an application in writing by a majority of the Commission.
 - b) **Notice to Commissioners.** It is the duty of the Clerk or Chair to notify each member of the Commission of any special or called meetings not less than five (5) days in advance. This notice is intended to inform commissioners and is in addition to the public notice required by the Open Meetings Law.
 - c) **Public Notice.** Notice of a special called meeting shall be published in a newspaper of general circulation and posted on the Haywood County website.
 - d) **Agenda Limitation.** The official call for the special meeting must specify the purpose(s) of the meeting, and no business other than that specified may be transacted.

RULE 5

Speaking, Order, Decorum, and Parliamentary Procedure

- 5A. Who May Address the Commission.** The County Mayor and members of the Commission may address the Commission provided they have received proper recognition from the Chair. Members shall raise their hands to be recognized.
- 5B. Speaking, Recognition, and Audibility.** Once recognized, members shall speak respectfully, with remarks confined to the pending question. Personal attacks are prohibited. Members shall speak clearly and loudly enough to be heard by the body and all in attendance. Only one person shall speak at a time.
- 5C. Formal Addresses.** Members shall rise when delivering committee reports or other formal addresses, though standing is not required for discussion.
- 5D. Order of Recognition.** Before a member is permitted to speak a second time on the same subject, the Chair shall ask if any other members also wish to speak.
- 5E. Consent to Yield.** A member may not be interrupted while speaking, except for a question. If the speaker declines to yield, he or she shall not be interrupted. Questions are taken after the member's remarks are complete.
- 5F. Point of Order.** A Point of Order may be raised if a member believes that a rule or a matter of decorum has been violated. The member called to order shall immediately cease speaking and yield the floor. The Chair shall decide the Point of Order, after which the member who had the floor may proceed.
- 5G. Appeal on Ruling.** Any Commission member may appeal a ruling made by the Chair. Such appeals shall be decided by a majority vote of the members present.
- 5H. Refusal to Comply with Order.** If a member refuses to comply after three (3) warnings from the Chair to maintain order, the Chair may direct removal of the individual from the meeting.
- 5I. Suspending the Rules.** Any of the Commission's rules may be suspended temporarily by a two-thirds (2/3) majority vote of the members present.
- 5K. Parliamentary Authority.** All procedural matters not specifically addressed in this manual shall be governed by *Robert's Rules of Order*, as published in the most recent edition. No local or published rules shall take precedence over state statutes. The County Attorney advises when procedural questions arise.
- 5L. Final Decisions.** Final decisions rest with the Commission on all procedural rulings. If a member objects to a ruling by the Chair, they may appeal to the full Commission, which shall then vote on whether to uphold or overturn the ruling.

RULE 6

Introduction of Resolutions, Motions, and Voting

- 6A. Motions and Debate.** Only members may make motions. No motion shall be debated until seconded and stated by the Chair or Clerk.
- 6B. Resolutions.** A resolution is a formal proposal and may be used to establish rules and procedures and shall be:
- a) Introduced only by a member of the Commission or by the County Mayor.
 - b) Properly placed on the agenda.
 - c) In standard format with a proper heading, rationale (“whereas” clauses), proposed outcome, and signatory attests and date.
- 6C. Motions in Writing and Pronounced.** Once a motion is made and seconded, it shall be reduced to writing by the Clerk before debate or vote. The Chair or Clerk shall clearly state the motion before the discussion. Any member may request clarification of the question any time before the vote is announced.
- 6D. Amending a Motion.** A member may propose an amendment to alter a motion, which must be seconded.
- a) The amendment is then debated and voted upon separately before the original motion.
 - b) If the amendment passes, the original motion is considered amended. If the amendment fails, another amendment can be proposed or the original motion can be voted on as is.
- 6E. Tabling a Motion.** A member may make a motion to table the motion, which requires a second and a majority vote.
- a) Once tabled, the motion is not debatable or amendable.
 - b) A motion may be taken from the table later in the same meeting or at a future meeting with a motion, second, and a majority vote.
 - c) Motions not taken from the table by the end of the next meeting are considered dead.
- 6F. Call for the Question.** A motion to *Call for the Question* requires a motion and second and a two-thirds vote to pass by roll-call or a show of hands to pass. If the motion passes, debate ends immediately, and the Commission proceeds to vote on the pending question.

- 6G. Voice Vote.** The Chair shall call for “aye/yes” or “nay/no” and then announce the result, and declare whether the motion has been adopted or failed.
- 6H. Roll Call.** Any three (3) members may request a roll call following a voice vote. The Clerk shall call the roll, record the member votes “yes” or “no”, announce the results, and include in the minutes.
- 6I. Appropriations and Actions Mandating Roll Call Votes.** Appropriations (*TCA § 5-9-302*) and Resolutions shall be decided by a roll call vote. Votes shall be recorded in the minutes.
- 6J. Changing a Vote.** Members may change their votes before the results of a roll call are announced by the Clerk. Before closing the roll, the Clerk shall inquire whether any member who passed wishes to vote, and whether any member wishes to change their vote. The final results shall be announced by the Clerk.
- 6K. Pass Votes (Abstentions).** A vote of “Pass” shall be recorded as an abstention and not counted as “yes” or “no” vote. Passes are not counted but are included for determining the presence of a quorum.
- 6L. Successful Resolutions.** All resolutions adopted by the Commission shall be:
- a)** Submitted to the Chair for signature;
 - b)** Attested by the Clerk with the recorded vote;
 - c)** Submitted to the County Mayor within five days of passage.
- Tie votes do not constitute passage. Approved resolutions shall be attached to the minutes.
- 6M. Mayoral Veto and Override.** The mayor may veto within five days after passage of a resolution, unless serving as Commission Chair. The Commission may override a veto with a simple majority.

RULE 7

Elections, Appointments, and Confirmations

- 7A. Commission Elections.** The Commission shall elect a Chair and a Chair Pro Tempore annually at its regular September meeting. The Chair may be a Commission member or the County Mayor.
- 7B. Nominations from the Floor.** When the Chair calls for nominations:
- a) A member may nominate only one person.
 - b) The floor shall remain open until every member has had an opportunity to make a nomination, or until a motion to cease nominations has been made, seconded, and approved by a majority of members present.
 - c) Questions may be asked of the nominees before final votes are taken.
 - d) If a member is elected as Chair, he or she may continue to vote as a member.
- 7C. Election/Confirmation Voting.** If there is a single nominee, the vote may be taken by voice vote. If there are multiple nominees, the vote shall be taken by roll call with each member stating the name of their chosen candidate. A majority of the full Commission is required for election or confirmation.
- 7D. Second Ballot.** If no nominee receives a majority on the first ballot, the nominee with the fewest votes is eliminated, and voting continues repeating the process until a majority is reached.
- 7E. Appointment and Confirmation of Positions.** When the Commission considers appointments from a list of nominees (such as County Attorney) or to confirm an appointee of the County Mayor (such as a department head).
- a) The name(s) of those being considered shall be read aloud to the membership,
 - b) An opportunity for discussion shall follow focusing on the nominees and their qualifications.
 - c) For confirmation, each member shall vote “yes” or “no”.
 - d) Filling a vacancy in an elected office is addressed in Rule 13.
- 7F. Nominations and Appointments to Commission Standing Committees.**
- a) A full slate of nominations to the Commission’s standing committees will be presented annually to the Commission at its October meeting by the Commission Nominating Committee pursuant to Rule 21.

- b) The Chair shall ask if members are in agreement with their nominations prior to confirmation.
- c) Additional nominations may be made from the floor and the slate may be amended.

7G. Appointments and Confirmations to Boards, Commissions, and Committees. Appointments to Boards, Commissions, and Committees including those listed in Rule 23 shall follow provisions set forth in statutes and/or adopted county resolutions and be submitted for confirmation by the Commission.

RULE 8

Presiding by the Commission Chair and Chair Pro Tempore

- 8A. Presiding.** The Chair calls the meeting to order and presides. In the absence of the Chair, the Chair Pro Tempore shall preside. In their absence, the County Clerk shall call the meeting to order, and the Commission shall elect a temporary chair.
- 7B. Voting by the Chair and Tie Votes.** If the County Mayor serves as Chair, he/she may vote only in the case of a tie. A Commissioner serving as Chair may vote on all matters before the body.
- 7C. Speaking by the Chair.** It is improper for the Chair to voice an opinion while presiding. If the Chair wishes to speak in debate, either for or against a pending matter, the Chair must vacate the chair, and the Chair Pro Tempore shall preside until the matter is resolved. The Chair may, however, respond to questions, provide information, or offer explanations from the Chair, unless the Commission objects. The Chair may not make or second a motion.
- 7K. Preserving Order.** The Chair shall preserve order and decorum at all times. The Chair shall rule on points of order, with advice as needed from the County Attorney. Rulings are subject to appeal by any member and with final decision by a majority vote of the full Commission.

Rule 9

Role and Responsibilities of County Mayor to The Commission

- 9A. Ex Officio Member.** The County Mayor serves as a nonvoting, ex officio member of the Commission and its standing committees. The Mayor may not make or second a motion. The Mayor may exercise veto authority within five days of passage of Commission actions, provided the Mayor does not hold the position of Chair.
- 9B. Mayor as Chair.** The Commission may elect the County Mayor to serve as Chair. If the Mayor accepts the position of Chair, then he or she shall relinquish veto power for the duration of the term as Chair. In this capacity, the Mayor may vote only in the event of a tie.
- 9C. Administrative Duties for the Commission by County Mayor include:**
- a) Submit the Budget.** Present the annual budget proposal and financial reports as required by law.
 - b) Provide Reports and Recommendations.** Submit reports, updates, and recommendations on county operations, finances, and policy matters to the Commission.
 - c) Coordinate with Committees.** Work with Commission committees and provide information necessary for deliberation and decision-making.
 - d) Implement Commission Actions.** Ensure that resolutions and policies adopted by the Commission are carried out in accordance with law, and within the timelines established by the Commission. The Mayor shall report on progress of all pending and completed actions at the meetings of the Commission.
 - e) Serve as Liaison.** Represent the Commission and county government in communications with state agencies, regional entities, and the public, and keep the Commission informed on issues affecting county governance.

RULE 10

County Clerk - Notifications and Public Records

- 9A. Meeting Notices.** The Clerk, or Chair, shall notify each member of the Commission of any special or called meetings not less than five (5) days in advance. Notification of regular meetings shall be and in accordance with established rules under Rule 5, Agenda & Notices.
- 9B. Recording Motions and Votes.** It is the duty of the Clerk to record and read aloud all motions of the County Commission prior to a vote. Upon request by the Chair, the Clerk shall call the roll and record votes of the Commission, and announce the results.
- a)** In all instances where a roll vote is taken, the Clerk shall record each member's vote as part of the official minutes.
 - b)** At the end of each roll call, the Clerk shall inquire whether members who passed wish to vote and whether any members wish to change their vote, and then shall announce the results.
- 10C. Commission Minutes.** The Clerk shall reduce the proceedings of each Commission meeting to writing, attaching a copy of each resolution considered and the vote taken. Minutes shall be prepared within five (5) days after the meeting, placed in a book for public inspection, and maintained electronically. Copies shall be made available for the County Website. Minutes of the last meeting shall be forwarded to each Commission member with the County Agenda.
- 10D. Committee Reports.** Committee minutes and reports shall be distributed with the County Agenda and attached to the County Commission Minutes as a matter of public record.
- 10E. Resolutions and Public Records.** A copy of all resolutions approved by the Commission shall be submitted to the County Mayor, within five (5) days after Commission approval, for consideration and signature. Once signed, the County Clerk shall retain copies, and index resolutions by date and subject in County Clerk's Office.
- 10F. County Commission Public Records Access.** Commission records shall be on file and available for public inspection during normal business at the County Clerk's Office in the Haywood County Courthouse. Commission agenda, minutes, and resolutions should be available on the Haywood County website.

RULE 11

Sheriff - Public Safety at Meetings

- 11A. Attendance.** The Sheriff or a designated deputy shall attend each session of the Commission.
- 11B. Preservation of Order.** The Sheriff or deputy shall carry out orders of the Chair relevant to actions authorized under Rule 5 regarding decorum and removal of individuals who refuse to comply with Commission rules.
- 11C. Security and Public Safety.** The Sheriff, or deputy, shall ensure the safety of the Commission, staff, and the public during meetings. This includes monitoring access to the meeting space, addressing disturbances, and coordinating emergency response if necessary.

RULE 12

County Attorney – Legal Advisor – Private Act

- 12A. Appointment, Term, and Compensation.** The County Attorney shall be appointed by the Commission for a term of two (2) years pursuant to the provisions of *TCA Private Acts of 1945, Chapter 350, as amended by Private Acts of 1974, Chapter 246*. In the event of a vacancy, the Commission shall elect a successor to serve the remainder of the unexpired term. The Commission sets the compensation in accordance with the Private Act.
- 12B. Attendance and Advisory Role.** The County Attorney attends each session of the Commission and advises the Chair and Commission on parliamentary procedures and statutory requirements relevant to Commission business.
- 12C. Legal Duties.** The duties of County Attorney include, but are not limited to:
 - a)** Advising the County Mayor, County Officials, and Commissioners on legal matters pertaining to their respective offices.
 - b)** Preparing and rendering written legal opinions upon request by County Officials regarding the performance of their duties.
 - c)** Advising the County Mayor and the Commission with respect to the issuance of County bonds, and preparing necessary legal instruments when requested.
 - d)** Reviewing contracts and legal agreements on behalf of the County.
- 12D. Qualifications.** The Attorney shall be licensed to practice law in the State of Tennessee and must be a resident of Haywood County. The County Attorney must also follow the Tennessee Rules of Professional Conduct.

RULE 13

Filling a Vacancy in an Elected Position

- 13A. Statutory Provisions.** The Commission is responsible for making interim appointments when a vacancy occurs in an elected county office. The appointee shall serve in the office for the remainder of the term or until a successor is elected, as provided by law. Statutory provisions governing vacancies include:
- a) *TCA § 5-1-104 – County Officers – Filling Vacancies*
 - b) *TCA § 5-5-111 – Filling Vacancies – Notice to Legislative Body and Public*
- 13B. Public Notice Required.** When filling a vacancy, the Commission shall provide public notice of the vacancy and the pending appointment in a newspaper of general circulation at least one (1) week prior to the meeting at which the vote will be taken. Members of the Commission shall also receive at least ten (10) days' notice. The Commission shall hold an open election to fill the vacancy, and citizens shall be afforded the privilege of offering names as candidates.
- 13C. Commissioner Vacancy.** When a vacancy occurs in the office of County Commissioner, tradition holds that a commissioner from the same district may nominate a recommended candidate for consideration. However, this tradition does not preclude additional nominations under the provisions of this Rule and applicable state law. All statutory requirements shall apply.
- 13D. Voting Method.** Elections to fill vacancies shall be conducted by roll call vote, with each member stating the name of the candidate of their choice. A majority of the full membership of the Commission is required for election. If no candidate receives a majority on the first ballot, the candidate with the fewest votes shall be eliminated and subsequent ballots taken until a candidate receives the required majority. Tie votes shall be resolved in accordance with Commission rules for elections.

ARTICLE II

OPEN MEETINGS, PUBLIC ACCESS, TRAINING

THE COMMISSION, BOARDS, COMMISSIONS, AND COMMITTEES

Rule 14

Open Meetings Act - "Sunshine Law" TCA § 8-44-101 et seq.

The Open Meetings Act, commonly referred to as the "Sunshine Law," governs meetings of the Haywood County Commission and all Boards, Commissions, and Committees of county government. The requirements of this law are summarized as follows: (Source CTAS)

a) Public Meetings - All meetings of any governing body are declared to be public meetings and must be open to the public at all times. *TCA § 8-44-102*

b) Public Notice - Adequate public notice of all regular and special meetings must be given. *TCA § 8-44-103*

c) Minutes - The minutes of the meetings must be recorded and open to public inspection and at a minimum must include: *TCA § 8-44-104(a)*

- the names of persons present,
- all motions, proposals and resolutions offered,
- the results of all votes taken, and
- a record of individual votes in the event of a roll call.

d) Voting - All votes must be by public vote, public ballot, or public roll call; secret votes are prohibited. *TCA § 8-44-104(b)*

e) Void Actions - Any action taken in a meeting in violation of any of the foregoing requirements is void. *TCA § 8-44-105*

f) Deliberations - Because of the broad interpretation given by the courts and the legislature, the Attorney General has advised: *"Two or more members of a governing body should not deliberate toward a decision or make a decision on public business without complying with the Open Meetings Act."*

g) Electronic Forums - Local governing bodies and school boards are authorized to communicate via electronic forums only if they follow the procedures set forth in *TCA § 8-44-109*.

h) Exemptions - The Sunshine Law does not apply to meetings pertaining to decisions that are to be made by a single public official.

i) Public Access vs Participation - While all meetings must be open to the public, the right of the public to be present does not necessarily include the right to participate in the meeting itself.

RULE 15

Public Comments at Public Meetings

SECTION 1. Statutory Requirement - Effective July 1, 2023, The State of Tennessee has required a period of public comment shall be reserved for public meetings to provide the public with the opportunity to comment on matters that are germane to the items on the agenda. The law contained in *TCA § 8-44-1* is hereby included and adopted by reference.

SECTION 2. Public Comment Period - A period of public comment shall be reserved at each public meeting to provide the public with the opportunity to comment on matters that are germane to the items on the agenda;

SECTION 3. Procedures for Public Comment -

- (a) The public meeting notice shall explain how a person may provide public comment, such as signing a sheet prior to the meeting similar to Exhibit A in the resolution
- (b) The Chairperson may limit each meeting to 3 (three) speakers per item on the agenda and the governing body shall take practicable steps to ensure that opposing viewpoints are represented, if any; and
- (c) The Chairperson shall limit each speaker to 2 (two) minutes.

SECTION 4. Timing - Speakers shall be heard prior to any votes on an agenda item.

SECTION 5. Exemption - This Resolution does not apply to any disciplinary hearing.

Rule 16

Citizen Communication and Participation

The Commission respects and values the views of members of the public and pledges to operate with transparency and accountability. To facilitate effective communication and follow-up, citizens are encouraged to direct their comments and inquiries as follows:

- a) Commissioner Contact.** Citizens may contact commissioners from their respective districts and/or any of the twenty (20) county commissioners. Commissioners should be accessible and responsive to questions and concerns, and refer issues as necessary to the mayor or appropriate committees for further action as needed. Contact information for all commissioners is available on the county website.
- b) Mayor's Office.** The mayor's office is available to responds to citizens' calls, and to direct matters to the appropriate departments. Appointments with the Mayor may be scheduled by calling 731-772-1432 during normal office hours.
- c) Boards, Commissions, and Committees.** As describe in Article III, these bodies are empowered to study and advise on county matters and make recommendations to the County Commission. Citizens and/or their county commissioner(s) may forward proposed agenda to the appropriate board, commission, or committee. To request that an item be placed on the agenda, citizens may contact the Mayor, a member of the Commission, or the respective committee chair.
- d) Public Meetings & Town Halls.** The Mayor or Commission may call public meetings or town halls as deemed necessary in response to county-wide interest or significance.
- e) County Website Resources.** The website (<https://haywoodtn.gov>) provides Information on county government, departments, and contact details. The following resources should be maintained on the website for public access:
 - Commissioners' contact information including phone numbers and official county email addresses. Commissioners shall be granted an official Haywoodtn.gov email address for county business.
 - Annual Budget Document as approved by the Comptroller's Office
 - Link to the Comptroller's Annual County Audit
 - Public meeting notices and agenda
 - Policies on Public Records

Rule 17

Commissioner Training & Incentive Compensation

Section 1. Statutory Training Requirements.

1. Beginning September 1, 2018, newly-elected or newly-appointed county commissioners are required to complete orientation training provided by CTAS under *TCA § 5-5-113*.
2. In addition, newly elected members will also be required to complete eight (8) hours of continuing education provided or approved by CTAS on an annual basis.
3. The requirements for this training, including exemptions from the training requirements, are described at the CTAS website.
4. The Comptroller will publish annually a list of commissioners with the hours of training required and the hours each commissioner has obtained.
5. The annual compliance period is from September 1 through August 31 each year. For newly-elected or newly-appointed county commissioners, the annual compliance period begins on the first September 1 following election or appointment.
6. Orientation training does not count toward continuing education requirement.

Section 2. Incentive Compensation Resolution.

1. **Training Incentive *TCA § 5-5-113*** - Counties are authorized and encouraged to pay a supplement of six hundred dollars (\$600) to county legislative body members who successfully complete in at least eight (8) hours of continuing education training each year at conferences or meetings provided or approved by the County Technical Assistance Service (CTAS).
2. **By Resolution of the Haywood County Commission, September 2024**, any Haywood County Commissioner who has completed at least eight (8) hours of continuing education training provided or approved by CTAS and whose completion of such training has been verified by CTAS or the Comptroller shall be paid the sum of six hundred dollars (\$600) out of county funds appropriated for that purpose.
3. **Annual Compliance Period.** September 1 through August 31.

Rule 18

Statement of Interests and Code of Ethics

- 18A. Statement of Interests.** County commissioners, elected officials, and members of a planning commission are required to file a Statement of Interests with the Tennessee Ethics Commission no later than **January 31 each year**.

TCA § 8-50-501 et seq

- 18B. Conflict of Interest Disclosure.** No member of the County Commission who is also an employee of the same county, or whose spouse is an employee of the same county, may vote on matters in which the member has a conflict of interest. Tennessee law requires commissioners to avoid conflicts of interest, particularly by recusing themselves from voting on matters where they have a financial interest, such as:

- a) Voting on increasing their own pay or benefits, or
- b) Voting on matters involving a contract where they have an interest.

Public disclosure of any indirect or potential conflict is necessary. *TCA § 5-5-102; TCA § 12-4-101 et seq.*

- 18C. Ethics Committee.** Pursuant to *TCA § 8-17-103, Resolution 5074*, and the *County's Code of Ethics*, the Haywood County Ethics Committee investigates potential ethics complaints and makes referrals as set out in the *Code of Ethics*. Members are appointed by the Mayor and confirmed by the Commission for one-year terms.

ARTICLE III

THE COMMISSION COMMITTEE SYSTEM

BOARDS, COMMISSIONS, COMMITTEES

County government is served by a system of public boards, commissions, and committees that derive authority under state statutes or from local enactment by the County Commission. It's a structure with more than twenty-five bodies that are essential to effective and participatory County governance for:

- Improved efficiency and specialization
- Enhanced input and information gathering
- Citizen participation and engagement
- Improved transparency and accountability
- Advisory, monitoring, and policy review

It is important to distinguish between bodies that have their basis in state law with certain authority to act independently, as differing from committees created by resolution of the county legislative body that perform in an advisory capacity.

RULE 19

Boards, Commissions, and Committees – Definitions & Authority

19A. Statutory Boards, Commissions, and Committees. These bodies are established pursuant to state laws. Appointment or confirmation of members by County Commission is generally required. Not all of these committees are mandated, but if created, they must comply with statutes.

19B. Standing Committees. These are advisory committees, not necessarily required by statute, that are established by local resolutions adopted by the Commission. The function and membership of standing committees are at the discretion of the Commission. Standing committees are typically responsible for making studies and recommendations to the full body. These committees continue their operation throughout the year and make periodic reports to the entire body concerning their findings and recommendations.

- 19C. Applicability of Rules.** County Commission standing committees and statutory committees including all Boards, Commissions, and Committees shall follow rules in this manual pertaining to parliamentary rules, agenda, public notices, and public records, except in cases where separate authoritative regulations or bylaws exist.

RULE 20

Commission Standing Committees - General

- 20A. Authorized Standing Committees.** Standing committees are advisory and exist to assist the Commission in the performance of its duties. Their charge is to review matters within their areas of responsibility, provide analysis and recommendations, and report back to the full Commission for final action. Standing committees must be authorized by resolutions and are reappointed each October through the nominating process. The Commission has established the following committees by tradition or resolution:

- | | |
|---------------------------------|-----------------------------|
| 1. Budget | 4. Local Government (Rules) |
| 2. Capital Improvement Planning | 5. Public Safety |
| 3. Education | 6. Solid Waste |

- 20B. Mayor.** The mayor shall serve as an ex officio, non-voting member on all Commission Standing Committees.
- 20C. Officers.** All committees shall meet and elect from their membership a Chair. The election of a Secretary shall be optional.
- 20D. Open Meetings and Public Access Rules.** Committees shall follow all statutes and commission rules. Agenda and minutes shall be distributed to all Commission members.
- 20E. Reports/Minutes and Resolutions to the Commission.** Standing committees chairs shall notify the Commission Chair of items to be included on the Commission agenda. This shall be done in time for the Commission Chair to assemble the agenda for the required distribution. Committee chairs shall contact the County Attorney on matter that may warrant legal evaluation.
- 20F. Presentation to the Commission.** The committee chair, or a designate, shall present committee reports and recommendations during Commission meetings.

RULE 21

Commission Standing Committees – Nominations

21A. Nominating Committee. Established in 2019, this committee prepares a slate of nominees for standing committees each October. The Nominating Committee shall be made up of the Mayor, Commission Chair, and the Chairs (or designees) of Standing Committees listed in Rule 20A.

- a) October Slate and Elections.** The Nominating Committee shall present recommendations to the full Commission at its October meeting. Members of the Commission may also make nominations from the floor. All standing committees shall be elected annually in October.
- b) Alternative for Chair.** If the Mayor and Commission Chair are the same person, or one serves as Chair of a standing committee, one (1) member of the Commission shall be elected in September to the Nominating Committee.
- c) Commissioner Interest Survey.** The Commission Chair shall coordinate with the Nominating Committee to poll commissioners for their interests and preferences for serving on standing committees.
- d) Nominating Process.** The Commission Chair shall convene the Nominating Committee in a publicly announced meeting to develop a slate of nominees. Each Nominating Committee member may nominate up to two (2) commissioners for consideration for each committee. Open votes will then be cast by each committee member. After the first-round, nominees with the least votes will be eliminated. Voting rounds will continue until nominees with the highest number of votes fill the appointments. No Nominating Committee member may nominate or vote for themselves.
- e) Rotation Plan Effective 2026.** The Nominating Committee should implement a rotation plan for committee appointments taking into account:
 - 1. Number of committees to which a member is appointed
 - 2. Members' qualifications
 - 3. CTAS training participation
 - 4. Willingness to serve
 - 5. Term limit of eight years per committee
 - 6. A minimum of one member to rotating annually per committee
 - 7. One-year interval before returning to a committee.

The intent is to balance service opportunities, promote leadership development and mentorship, and provide fresh perspectives.

RULE 22

Commission Standing Committees - Responsibilities

22A. County Budget Committee. The Budget Committee shall consist of no more than seven (7) voting members. The committee is charged with overseeing budget development under the following guidelines.

(a) State General Law - The County Commission is empowered with adopting the county budget and setting the property tax rate pursuant to Tennessee General Law. The Budget Committee is delegated the responsibility of carrying out the annual budget process consistent with the statutory budget adoption timeline and procedures prescribed under *TCA § 5-9-402*, as amended by Public Chapter 1080, County Budget Law 2016.

(b) Guiding Principles -

- The annual operating budget shall be in balance.
- Revenue and tax projections are based on conservative forecasting methods; expenditures shall be adequately estimated.
- The proposed budget should be structurally balanced, with recurring expenditures not to exceed expected ongoing revenues.
- Positions must be funded and authorized through the budget.
- Funding allocations should take into account county budget priorities.
- The operating budget status shall be monitored with periodic updates identifying any deficiencies and reported to the Commission
- Budgetary recommendations shall be presented to the Commission for action.

(c) Annual Operating Budget Development - It is the duty of the Budget Director, under the direction County Mayor, to draft annual budget instructions and forms and submit them to the Budget Committee for review prior to distribution to department heads and elected officials. General budget instructions should explain the process for preparing the departmental budget including revenue and expenditure estimates. The annual directives should include salary policy.

(d) Major Budget Components. General Fund, Education, Highway Department, Capital, and Debt Service.

(e) County Budget Timeline and Five Phases (Source CTAS)

PHASE ONE: Adoption of Budgeting Process		
Dates	Responsibility	Procedures or Action to Be Taken
Nov – Jan	Committee, Dept Heads, Officials, Mayor, Budget Director	Develop procedures, budget forms, and budget calendar
January	Commission	Adopt budget process
No later than Feb 1 (<i>statute</i>)	Mayor Budget Director	Transmit budget instructions, statistical data, procedures, forms, and budget calendar to department heads and officials
PHASE TWO: Departments Prepare Budgets Request		
Dates	Responsibility	Procedures or Action To Be Taken
Feb 1-28	Dept Heads & Officials	Prepare proposed budget
Apr 1-10	Dept Heads & Officials	Provide information to Budget Director and Mayor
Apr 1	Budget Director & Mayor	Assemble information for presentation to Budget Committee; Evaluate revenue estimates.
Apr 10-15	Dept Heads & Officials Budget Director	Forward proposals to Budget Committee & Commission; Schedule hearings

PHASE THREE: Review, Analysis, and Recommendations

Dates	Responsibility	Procedures or Action To Be Taken
Apr 1 - 30	Budget Committee Commission	Review budgets with dept heads & officials
May 1 -15	Budget Committee	Analyze budgets; review alternatives & priorities for funding & expenditures; prepare recommendations
May 15–30	Budget Director	Prepare consolidated budget recommendations, analysis, and resolutions for adoption and tax rates

PHASE FOUR: Review of Budget by Commission

Dates	Responsibility	Procedures or Action To Be Taken
May 31	Budget Director	Transmit advance copy of consolidated budget to Commission; publish summary public notice
June 1-15	Commission	Review budgets including fund balances, revenues, expenditures, and proposed tax rate. The Commission may hold work sessions.
June	Commission	Negotiate final changes; hold public session on final proposals.
June, 3rd Monday	Commission	Commission Meeting, adopt final budget before June 30.

PHASE FIVE: Preparation and Dissemination of Adopted Budgets

Dates	Responsibility	Procedures or Action To Be Taken
July - Aug	Mayor Budget Director	Prepare adopted budget; distribute to dept heads & officials as their authority to receive and expend funds; Submit to State Comptroller.

(e) Budget Amendments. Once the budget has been adopted, the budget including major categories, may be amended upon proper authorization pursuant to *TCA 5-9-407*. Department heads shall submit amendments in the prescribed format with explanations to the County Mayor and Budget Director. One-time shifts between operating line items may be authorized by the Mayor and reported to the Budget Committee.

Requests requiring Budget Committee review:

1. Salary amendments
2. Expenditures with recurring impact
3. Use fund balance. (Should be limited for recurring expenditures)
4. Grant proposals
5. Capital requests

Requests should be referred to appropriate commission committees as needed for evaluation and recommendations. The Budget Committee shall confirm fund availability. And submit recommendations to the County Commission.

(f) Grants. The County Commission has sole authority to expend funds and must approve all grants and contracts. Proposed grant requests shall be reviewed with the County Mayor and submitted to the Budget Committee or CIP Committee, as applicable, for review and verification of match requirements and funding sources, before recommendation are submitted to the Commission.

(g) Maintenance of Effort (MOE). State law requires mandates for certain expenditures or local revenue allocations. MOE mandates have been enacted for education, public safety, highways, library, and election commission. MOE requirements ensure that state or federal funds for local revenues. The rationale is to ensure that the additional funds supplement, rather than replace, local revenue.

(h) Fund Balance Policy. Reserves shall be maintained at levels sufficient to cover cash flow needs, unanticipated contingencies, and extraordinary events. **The Comptroller's annual budget letter has recommended minimum levels that the Commission should consider.**

(i) Debt Service. County Commission has sole authority for issuing county debt and shall seek professional analysis and counsel for debt issuance.

- 22B. Education Committee.** This committee collaborates with the Superintendent to review matters of importance to the School System and the public. The Education Committee makes recommendations to the full Commission and shall make periodic reports concerning their activities. The Committee is comprised of six (6) commissioners with annual appointments in October by the Commission.
- 22C. Public Safety Committee.** The Public Safety Committee shall consist of seven (7) members, with annual appointments made each October by the Commission. The Committee advises the Commission in fiscal and policy matters relating to public safety in Haywood County including the Sheriff's Department, Fire Department, Ambulance Authority, and Emergency Management Agency.
- 22D. Solid Waste Committee.** This committee is composed of seven (7) members appointed annually at the October Commission meeting. It has general oversight over solid waste disposal systems and recycling operations by the County under the supervision of the Solid Waste Director.
- 22E. Local Government Committee (LGC-Rules).** The Local Government Committee is comprised of five (5) commissioners appointed by the Commission each October. Created by the Commission in 2018, LGC's charge is to review annually and update as necessary the Commission Rules for county government. The LGC conducts special projects and studies for the Commission and develops resolutions on county government policies. The LGC promotes commissioner training and website updates.
- 22F. Capital Improvement Plan Committee (CIP).** *TCA § 67-4-2901* allows a county to adopt a Capital Improvement Plan for the purpose of prioritizing capital projects in the overall planning process of a county's finances. Under the CIP resolution adopted in 2025 by the Commission, the CIP Committee is composed of nine (9) individuals: the mayor, four commissioners, and four elected officials and/or department heads, to develop a Capital Improvement Plan.

The CIP, defined as a multi-year budget document, will be used to identify capital projects and other major improvements on a priority basis. Its purpose is for providing and maintaining capital assets for required services mandated by local, state, or federal law and for addressing citizen needs. The CIP is intended to provide county leaders with a comprehensive understanding of current capital assets, their replacement schedules, and future needs. Furthermore, a CIP is expected to aid in stabilizing tax rates and debt service by identifying potential funding sources for significant capital projects, enabling effective financial planning when revenue and expenditures fluctuate annually, and when debt financing spans multiple years.

RULE 23

Commissions, Boards, & Committees – Full Listing

Authorized by State Statute or County Resolution

Below are official bodies in Haywood County government established under state statutes and/or county resolutions. Authority, duties, and membership are granted in applicable laws or resolutions, which should be referenced for guidance on specific roles and responsibilities of the listed bodies. Certain boards are joint with the City of Brownsville.

A. Haywood County Government - Elected Boards

1. County Commission
2. Board of Education
3. County Highway Commission

B. County Commission Internal Standing Committees – Advisory

1. Budget
2. Capital Improvement Planning
3. Education
4. Local Government (Rules)
5. Public Safety
6. Solid Waste

C. Boards, Commissions, and Committees - Statutorily Mandated or Authorized

1. Audit Committee - Provides financial review, focusing on risk, internal controls, and compliance.
2. Beer Board - Regulates issuance, suspension, or revocation of permits for sale of beer within the county.
3. Central Dispatch-911 Board (joint) – Oversees countywide emergency communications and dispatch services.
4. Civil Service - Administers rules for employment practices in certain county offices.
5. Conservation Board (joint) - Advises on parks and recreation programs & facilities.
6. Election Commission – Administers local elections in compliance with state laws.
7. Ethics Committee - Screens and refers ethics complaints involving county officials or employees.
8. Haywood Utility Board - Governs utility services within unincorporated areas.
9. Human Relations Council (joint) - Works to promote cooperation and communication among diverse groups.
10. Human Resources Committee - Reviews personnel policies, benefits, and employment-related matters.

11. Industrial Development Board (IDB-joint) Promotes economic & industrial growth.
12. Joint Economic and Community Development (JECDB-joint) - Coordinates joint city-county strategies for economic and community collaboration.
13. Library Board (joint) - Oversees library services, policies, and budgets.
14. Planning Commission - Prepares and adopts land-use plans and subdivision regulations for the County.
15. Board of Zoning Appeals - Hears appeals and variances under zoning laws.
16. Property Committee - Manages property acquired through delinquent tax sales.
17. Public Records Commission – Oversees access and disposition of county records.
18. Redistricting - Reviews census data and recommends district boundary changes.
19. Other - Additional bodies may be authorized by Commission resolution or state law.

RULE 24

Interlocal and Intergovernmental Agreements

Agreements for shared services, back-up operations, or purchases are allowed under state statute. All interlocal agreements, including any modifications, must be approved by the Commission along with annual budgets and amendments. Current interlocal or mutual aid agreements exist for the following entities and functions:

Ambulance Authority	Chamber of Commerce
Fire Department	Industrial Development Board
911/Dispatch	Megasite Board
Library	Joint Economic & Community
Parks and Recreation Board	Development Board
Animal Shelter	Main Street

RULE 25

Elected Boards - Board of Education & County Highway Commission

The Haywood County Board of Education and the County Highway Commission are governed by separately elected boards. These boards operate under their own statutory authority and rule-making powers, notwithstanding budgetary and other powers granted to the County Commission by the State of Tennessee.

RESOURCES AND REFERENCES

Haywood County Website

<https://haywoodcountybrownsville.com/haywood-county/>

UT County Technical Advisory Services (CTAS)

General <http://www.ctas.tennessee.edu>

Training Requirements. <https://www.ctas.tennessee.edu/training/commissioner-training>

Tennessee County Commissioners Association (TCCA)

<https://www.tncounties.org/tcca>

Tennessee Comptroller of the Treasury –

District Maps

<https://comptroller.tn.gov/office-functions/pa/gisredistricting/redistricting-and-land-use-maps/redistricting-maps.html>

Audit Reports

<https://comptroller.tn.gov/office-functions/la/reports/audit-reports.html>

Commissioner Training Report

<https://comptroller.tn.gov/office-functions/la/reports/county-commissioner-reports.html>

Seven Keys to a Fiscally Well-Managed Government

<https://comptroller.tn.gov/office-functions/lgf/resources/keys-to-a-well-managed-government.html>

END NOTES



2019 Original. The original rules manual for Haywood County was developed by the Local Government Committee in 2019. Commissioner Joe Barden served as Chair and Commissioner and Sharon Hayes was document preparer. It was adopted by the Haywood County Commission July 2019.



2025 Revision. The current update was adopted by the County Commission in September 2025. This revision was prepared by the Local Government Committee, composed of the following five members: Sharon Hayes, Chair, Alan O'Quin, Vice-Chair, Jim Duke, Dell Phillips, and Rhonda Thompson, assisted by Sarah Levy, County Attorney. File documents by Sharon Hayes - 2025-09 Haywood County Commission Rules

Summary of Revisions for 2025:

Overall – Inserted updates, references & resources; clarifying language; improved document flow;

Added Overview; Removed TCCA Chart – outdated; Addendum

ADDENDUM

Haywood County Commission Resolutions, Policies, & Private Acts

Index Listing – Partial

This index table is a reference tool updated by the Local Government Committee. It contains a partial list of county Resolutions, Policies, and Private Acts pertaining to local rules, and is not intended to be a complete record. The Haywood County Clerk maintains the official documents and records of the Haywood County Commission. A history of Private Acts may also be found online at the CTAS website.

AU	Audit
BU	Budget
CP	Capital Planning & Property
ED	Education
FA	Finance, Accounting, Purchasing
HR	Human Resources
LG	Local Government
MO	Mayor's Office
PR	Public Records
PS	Public Safety
PZ	Planning & Zoning
SW	Solid Waste

RES/REF #	SUBJ	SUBJECT	DATE
	CODE		
	AU	Audit Committee	2014
	LG	Local Government Committee	2018
2023		Redistricting	
2023-02	FA	Purchasing Procedures & Bid Thresholds	2023
6/5/23	LG	Public Comments at Public Meetings	2023
	LG	Public Notices of Meetings & Agenda	2023
2023?	IDB	IDB & PILOTS	
2024-09	LG	Education/Training Incentives for Commission	2024
2024-10	SW	Privately-Owned Landfills – “Jackson Law”	2024
	PR	Public Records Commission	
	PR	Haywood County Archives	
2024-09	HR	Human Resources Position & Committee	2024
2025-01	CP	Capital Improvement Planning (CIP) Committee	2025
2025-03	CP	CIP Members & Appointments	
5074		Ethics Committee – Reinstated 2025	2007
		County Property	
		County Farm	
	SW	Solid Waste	
		Workhouse Committee?	
	CP	Capital & Real Estate Fees	
	LG	Commissioner Training	
	PZ	Planning & Zoning Resolutions	
Private Act		County Attorney	1945
Private Act	HR	Nepotism Policy Act	1985
Policy	HR	County Government Employment Handout	2019
Policy	PR	Public Records Policies – Various Departments	



Haywood County Commission

September 2025 - Resolution Number _____

RESOLUTION TO ADOPT REVISED LOCAL GOVERNMENT RULES FOR THE COUNTY LEGISLATIVE BODY

WHEREAS, the Haywood County Board of Commissioners (“the Commission”) is the duly elected legislative body of Haywood County, Tennessee, charged with enacting laws and policies authorized by the State of Tennessee; and

WHEREAS, it is the responsibility of the Commission to provide for the orderly conduct of government, including rules governing meetings, parliamentary procedure, open meetings, public access, and county structure; and

WHEREAS, the Commission recognizes that the adoption of written rules fosters consistency, transparency, accountability, and public trust in county government; and

WHEREAS, the Commission originally adopted a manual entitled “**Local Government Rules for the County Legislative Body**” July 2019; and

WHEREAS, the Local Government Committee, in consultation with the County Attorney, has compiled revisions to the original manual, drawing from the Tennessee Code Annotated (TCA), the University of Tennessee County Technical Assistance Service (CTAS), the Tennessee Comptroller of the Treasury, County Resolutions, and Robert’s Rules of Order, and

WHEREAS, it is the intent of the Commission to adopt and implement these Local Government Rules, as amended, as the standard for the legislative body of Haywood County and the county’s system of boards, commissions, and committees;

NOW, THEREFORE, BE IT RESOLVED, by the Haywood County Commission meeting in regular session on September 22, 2025, that the **Local Government Rules for the County Legislative Body**, prepared and amended by the Haywood Local Government Committee, **attached as Exhibit A**, are hereby **adopted** as the governing rules of procedure and operation for the Haywood County Commission.

THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

Adopted this _____ day of _____, _____.

APPROVED: County Mayor

ATTEST: County Clerk