



HAYWOOD COUNTY COMMISSION

County Legislative Body

Local Government Rules Manual
August 2026

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

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 • Sheronda Green • 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 incorporates 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.

Haywood County Commission • Local Government Rules

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

- United States Constitution
- Tennessee Constitution
- 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

- 2A. Quorum.** A quorum for the transaction of business shall be a majority of the duly qualified and acting members of the Commission. Vacancies in Commission seats shall not be included in determining the membership of the Commission.
- 2B. Defining a Majority.** A majority of all the members constituting the county legislative body, and not simply a majority of the quorum, is required to take any action, including making appointments, filling vacancies, fixing salaries, appropriating money, and transacting any other business coming before the county legislative body in regular or special meetings. T.C.A. §§ 5-5-108 and 5-5-109. The majority vote requirement means a majority of the actual membership at the time and not a majority of the total authorized membership. Actual membership means seats that are currently occupied. A vacancy on the Commission would not be counted in determining the required majority.
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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).
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3B. Adoption and Closing of Agenda. Upon convening, the Commission should follow the established order of business outlined in Rule 3D. 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 majority vote of the entire membership in order to pass.

3D. Agenda Order

1. Call to order by the Chair. In the absence of the Chair, the Chair Pro Tempore shall preside.
2. Roll call by the Clerk and Determination of Quorum
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. Call of the Districts
14. Announcements
15. Adjournment

RULE 4 – Agenda Packets in Advance

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, elected officials, and department heads 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. Agenda to Commissioners.** The Chair shall forward to each member of the Commission the agenda packet and all supporting materials for the upcoming Commission meeting **not less than seventy-two (72) hours** prior to the meeting date. The complete packet may be transmitted electronically by email from the Chair; however, any Commissioner may request a hard copy.
- 4C. Public Access to Agenda; Withholding Items Prohibited; Website** *TCA § 8-44-110*
- a) At least forty-eight (48) hours** prior to a regular meeting, a local governmental body (Section e) 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 governmental 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, & Committees.** It is the intent of the County Commission that the above provisions of Rule 4C on Public Accessibility should 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 reports, 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 resolutions should be included with the agenda packets.
- 4F. Agenda to Media.** The Chair will forward to the media the agenda and supporting materials of the Commission meeting at least 48 hours prior to meeting date.
- 4G. Agenda Posted on 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. Communications with the Chair and among Commissioners for the limited purpose of requesting or coordinating a special meeting pursuant to *TCA § 5-5-105* are procedural in nature and are not intended to constitute deliberation or discussion of public business.
 - 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 County website.
 - d) **Agenda Limitation.** The official call for the special meeting must specify the meeting purpose(s), 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.
- 5J. Parliamentary Authority.** Procedural matters not 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 the Chair when procedural questions arise during the meeting and provides parliamentary guidance to the Chair. Procedural questions and interpretations may be addressed to the Chair by presenting a properly sourced reference to Robert's Rules if the Local Rules or Statute does not address the issue.
- 5K. 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 entertained 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.
 - d) Any amendment, revision, or repeal of a previously adopted resolution shall be accomplished by adoption of a subsequent resolution. A previously adopted resolution shall not be amended by motion alone.
- 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 *Call for the Question* requires a motion and second and a two-thirds vote to pass by roll-call or show of hands. 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. Appropriation Mandating Roll Call Votes.** *TCA § 5-9-302* - Appropriations 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. Abstentions (Pass Votes).** 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 a quorum. If a member abstains or “passes” for any reason other than a statutory conflict of interest, the vote has the practical effect of a “nay” vote. It is not counted as one of the required “yea” votes necessary to meet the majority approval required for adoption, yet it must be counted in determining the number necessary for a majority. *Attorney General Opinion 86-17 (1/1/86)*. If, however, a member abstains from voting because of a statutory conflict of interest, that member is not counted for purposes of determining the number necessary for a majority. *T.C.A. § 5-5-102(c)(3)(B)*.
- 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.
- Approved resolutions shall be attached to the minutes.
- 6M. Mayoral Veto and Override.** The mayor may veto legislative actions within ten (10) days after passage of a resolution, unless serving as Commission Chair. If the county mayor fails either to sign or to veto a resolution and to report the county mayor's action to the county legislative body within ten (10) days after the resolution is submitted to the county mayor, the resolution shall become effective without the county mayor's signature upon the expiration of the ten-day period or at a later date if the resolution so provides. The Commission may override a veto with a simple majority. *T.C.A. § 5-6-107*
- 6N. Required Vote for Passage.** The affirmative vote of eleven (11) Commissioners shall be required for the adoption of any resolution or motion requiring approval of the Commission, unless otherwise provided by law. A vote resulting in a tie shall fail and shall not be subject to a tie-breaking vote by the County Mayor unless serving as Chair. *See Rule 8B*.
- 6O. Tie Votes.** If the Commission is equally divided on any vote, only then may a county mayor if serving as chair cast the deciding vote, but it is not required. A member serving as chairman votes as a regular member and cannot vote a second time to break a tie. *T.C.A. § 5-5-109*.
- 6P. “Supermajority” Vote.** Two-thirds (2/3) of the members is required under state law for the approval of private acts, as well as for imposing some tax measures.

RULE 7

Elections, Appointments, and Confirmations (Filling a vacancy for an election position is covered in Rule 13)

7A. Commission Officer 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 for Chair and Chair Pro Tempore. When the Chair calls for nominations:

- a) Each Commissioner may nominate one person for each office.
- b) The floor shall remain open until every member has had an opportunity to make a nomination, or until a motion to close 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 Commissioner is elected as Chair, he or she may continue to vote as a member.

7C. Election Voting. If there is only one nominee, the election may be conducted by voice vote. If there are multiple nominees, the vote shall be conducted by roll call, with each Commissioner stating the name of the candidate of their choice. An affirmative vote of a majority of the full Commission shall be required for election.

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. Appointments Requiring Commission Confirmation.

- a) When state law, a private act, or an adopted county resolution requires confirmation by the County Commission, appointments made by the County Mayor shall be submitted to the Commission for confirmation before taking effect.
- b) The Chair shall announce the name and position of each appointee being presented for confirmation.
- c) Commissioners may discuss the qualifications of the appointee prior to the vote.
- d) Confirmation shall be by voice vote when there is no objection or by roll call if requested or otherwise required by these Rules.
- e) Confirmation shall require an affirmative vote of a majority of the full Commission.
- f) The Commission's role is limited to voting for or against confirmation as provided by applicable law.

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.
- d) Prior to the vote, the Chair shall ask whether any Commissioner wishes to decline or request a change to the committee assignment recommended by the Nominating Committee.

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. The County Mayor does not preside unless elected as Chair.
- 8B. 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.
- 8C. 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.
- 8K. 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 ten days of passage of Commission legislative 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/completed actions at 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

- 10A. 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 in accordance with established rules under Rule 5, Agenda & Notices.
- 10B. 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.
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RULE 12 – County Attorney – Legal Advisor

- 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, and further amended by Private Act 69, 2026*. 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 legal 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 preference must be given to residents of Haywood County. The Attorney must also follow the Tennessee Rules of Professional Conduct.
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- 12E. Oath of Office.** Before assuming office, the County Attorney shall take the following oath, which shall be filed with the County Clerk: "I, ____ , do solemnly swear that I will support the Constitutions of the United States and of the State of Tennessee, and that I will perform the duties of said office according to the law and to the best of my skill and ability."
- 12F. Executive Session.** The County Attorney may meet in executive session with the County Commission on matters concerning current litigation or litigation likely to be filed in which the County is or will be a party. The private meeting must be limited to the Commission's legal options. Commissioners may ask questions of the County Attorney; however, the Commission shall not deliberate, debate, or take action on the matter while in executive session.

RULE 13 — Filling a Vacancy for 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. Commission Vacancy.** When a vacancy occurs in the office of County Commissioner, tradition holds that a commissioner from the same district may nominate a candidate for consideration. However, this tradition does not preclude additional nominations. All statutory requirements shall apply.
- 13D. Voting Method.** Any Commissioner may nominate one or more candidates to fill a vacancy, and no second shall be required for any nomination. After nominations have been received, elections 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.

ARTICLE II

OPEN MEETINGS, PUBLIC ACCESS, TRAINING, ETHICS 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 that 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. Reserve Period for Public Comment - *TCA § 8-44-112*. 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 and/or on matters germane to the jurisdiction of the Commission.

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.
- (b) The Chairperson may limit each meeting to 3 (three) speakers and the governing body shall take practicable steps to ensure that opposing viewpoints are represented, if any; and
- (c) The Chairperson may 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 respond 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 may request that their county commissioner(s) forward recommendations for agenda items to the appropriate board, commission, or committee. Citizens may also contact the Mayor to request that an item be placed on the agenda.
- d) Public Meetings & Town Halls.** The Mayor or Commission may call public meetings or town halls as deemed necessary in response to issues of significance.
- e) County Website.** 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

17A. 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.

17B. Section 2. Incentive Compensation Resolution

1. **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. *TCA § 5-5-113*
2. **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 § 5-5-112; TCA § 12-4-101 et seq.*

18C. Haywood County Code of Ethics. The Commission adopted Resolution 5074 May 29, 2007 following the CTAS model of ethical standards as the Code of Ethic for Haywood County.

18D. 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.

18E. Nepotism. In accordance with **Private Act 27 of 1985**, no Haywood County employee shall directly supervise a relative; nor shall relatives be placed within the same direct line of supervision.

ARTICLE III

THE COUNTY 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 committee 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 any 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

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. All nominations and votes of the Nominating Committee shall be made openly during the public meeting. Individually completed preference sheets, written or secret ballots, or any other voting conducted outside the public meeting shall not be permitted.
- e) **Rotation Plan Effective 2026.** The Nominating Committee should consider 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 should rotate 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 budgets 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)

Dates	Responsibility	Procedures or Action to Be Taken
PHASE ONE: Adoption of Budgeting Process		
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, forms, and budget calendar to dept heads and officials
PHASE TWO: Departments Prepare Budgets Request		
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		
Apr 1 - 30	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		
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	Finalize changes; hold public session(s)
June, 3rd Mon	Commission	Commission Meeting, adopt budget before June 30.
PHASE FIVE: Preparation and Dissemination of Adopted Budgets		
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.

(f) 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 of 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.

(g) 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.

(h) 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 the election commission. MOE requirements prevent substitution of state/federal funds for local funds to ensure they supplement, rather than replace, local revenues.

(i) 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.

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

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

1. **Audit Committee** - *TCA § 9-3-405; County Resolution 2024-03* - 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** - *TCA § 11-21-104* (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** – *County Resolution 2024-04* - Reviews personnel policies, benefits, and employment-related matters.
11. **Industrial Development Board** (IDB-joint) Promotes economic & industrial development.

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** – *County Resolution 2024-02* - 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.
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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 agreements exist for the following entities and functions:

- | | |
|--|--|
| 1. 911/Dispatch | 6. Industrial Development Board |
| 2. Library | 7. Megasite Authority Board |
| 3. Parks & Recreation Board-
Conservation | 8. Joint Economic & Community
Development Board |
| 4. Animal Shelter | 9. Main Street |
| 5. Chamber of Commerce | |
-

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 Sharon Hayes was document preparer. The Rules Manual was adopted by the Haywood County Commission July 2019.

2025 Revision. Adopted by the County Commission, September 2025. This revision was prepared by the Local Government Committee (LGC), composed of the following members: Sharon Hayes, Chair, Alan O'Quin, Vice-Chair, Jim Duke, Dell Phillips, and Rhonda Thompson, assisted by Sarah Levy, County Attorney. Documents by Sharon Hayes. Summary of changes presented at LGC meeting 9-18-2025.



2026 Revision. Revised by Local Government Committee August 11, 2026 and adopted by County Commission August 2026. Local Government Committee members: Sharon Hayes, Chair, Alan O'Quin, Vice-Chair, Jim Duke, Sheronda Green, and Rhonda Thompson, assisted by Sarah Levy, County Attorney. File documents by Sharon Hayes - Summary of changes presented at LGC meeting 8-11-2026

ADDENDUM - Insert Resolution Index Below– from Excel File

Haywood County Commission

Local Government Rules Manual-Addendum

Working Index of Resolutions, Private Acts, Agreements - Partial List

Update: **8/17/2026**

Spreadsheet compiled by Local Government Committee as reference tool; Haywood County Clerk is the Official Records Source Excel file by sh

Ref #	TCA Ref	Subject Key	Tax / Fees	SUBJECT	Month	Year
Private Act	1945	ALE		County Attorney as Commission Appointment - Private Act <i>(amended 2026)</i>		1945
Private Act	1985	HRS		Adopt Nepotism Policy - Private Act		1985
Various		SWR	T	Approve Solid Waste Resolutions* 1996, 1997, 1998, 2008, 2012, 2015 - Batch of documents from County Clerk		1996+
1005		PRA		Establish Members of the Public Records Commission <i>(additional appointments by motions Nov 2000; May 2012)</i>	Jan	2000
5074	Ethics Act 2006	ALE		Establish Code of Ethics Committee Est 2007 - <i>(Reinstated 2025)</i>	May	2007
2014	9-3-405	AUD		Establish County Audit Committee	Mar	2014
11151		INP		Approve Incorporation of Industrial Development Board (IDB); Joint with City of Brownsville	Nov	2015
6174		PRA		Public Records Policies: Each county office to adopt the OORC Model	Jun	2017
2018		LGR		Establish Local Government Committee		2018
2019-01		HCU		Extend Crockett County Utility District Franchise to Operate Public Water Works System in Haywood County to Feb 24, 2044	Jan	2019
10191	4-3-709	HCU		Designates Haywood County as a Broadband Ready Community to facilitate the process for utility providers to deploy high speed internet in the County	Oct	2019
2019-01b		HCF		Transfer Authority of Sheriff Regarding County Workhouse to County Mayor; for the supervision of Haywood County Farm facilities and personnel	Jan	2019
Policy		HRS		Adopt Haywood County Government Employment Handbook	Jan	2019
2019		PSS	T	Approve Local Fee Waiver for Vehicles of Emergency Volunteers	May	2019

Ref #	TCA Ref	Subject Key	Tax / Fees	SUBJECT	Month	Year
022001	7-53-305	INP	T	Authorize the IDB to Negotiate and Accept PILOTs for Tractor Supply & "Other People and Companies "	Feb	2020
2020		LGR		Appoint Redistricting Committee		2020
2022-02-01		HCU		Allocate ARPA Funds for Broadband Match	Feb	2022
2023-04-10	12-3-1212	FAP		Revise Purchasing Procedures; Sealed Bid Threshold Increase \$25,000	Apr	2023
2023		LGR		Require 48-Hour Public Notice for Meetings & Agenda		2023
2023		INP	T	Approve Megasite Intergovernmental Funding Agreement / PILOT	Apr	2023
2023-04-17	5-9-109	BUD		Appropriation to Seven Community Centers, \$14,286 each, Total \$100,002	Apr	2023
2023-04-17		PCZ		Amend Text Resolutions Regarding Travel Trailer Parks	Apr	2023
2023-05		PSS		Approve Interlocal Agreements with the City of Brownsville	May	2023
2023-06-26	PC 300	LGR		Public Comments at Public Meetings	Jun	2023
2024-02-04	10-7-401	PRA		Establish Membership of Public Records Commission	Feb	2024
2024-04-01		HRS		Establish Position of Human Resources Director; Oversight Committee	Apr	2024
Private Act	PC 56	HCU		West Tennessee Regional Utility Authority Created by Tipton County Private Act of 2024 Chapter 56	Apr	2024
2024-09-03	5-5-113	LGR		Approve Education/Training Incentive Pay for Commissioners	Sep	2024
2024-09	5-6-106	PRA		Establish Haywood County Archives (<i>reinstated existing archives</i>)	Sep	2024
2024-10	Title 58	SWR		Require Local Approval of Construction of Privately-Owned Landfills – “Jackson Law”		2024
2025-01	67-4-2901	CIP		Establish Capital Improvement Planning (CIP) Committee	Jan	2025
2025-03		CIP		Appoint Members of Capital Improvement Planning Committee	Mar	2025
5074		ALE		Reinstate Code of Ethics Committee - (<i>Originally Established 2007</i>)		2025
2025-09		LGR		Adopt Revised Local Government Rules (<i>Original 2019</i>)	Sep	2025

Ref #	TCA Ref	Subject Key	Tax / Fees	SUBJECT	Month	Year
2026-03		CIP		Approve Grant Application & 25% Match for Hatchie-Sugar Creek Trails Project	Mar	2026
Private Act	PC 69	ALE		Amend County Attorney Private Act; Haywood resident preferred, not required (<i>Original Private Act 1945</i>)	Mar	2026
2026-05		EDU		Approve Funding for New High School & USDA Loan Application	May	2025
2026-06		SWR	T	Amend Solid Waste Fee Schedule Due to Increased Landfill Disposal Costs	Jun	2026
2026-06	7-53-305	INP	T	Adopt Responsibilities, Appropriations, and Distributions for PILOTs	Jun	2026
2026-07	7-53-305	INP	T	Establish Commission Approval Procedures for PILOT Agreements pursuant to Public Chapter 987 of 2026	Jul	2026
2026-07		HCU		Approve Haywood County Commission Membership in the West Tennessee Regional Utility Authority and Authorize Execution of a Membership Agreement	Jul	2026
2026-08		LGR		Adopt Revised Local Government Rules for the County Legislative Body	Aug	2026
2026-08		INP	T	Designate that Future PILOTs be Remitted Directly to the County Trustee	Aug	2026

Legend

AUD	Audit	HRS	Human Resource Services
ALE	Attorney; Legal Services; Ethics Code	INP	Industrial Development / PILOTs
BUD	Budget	LGR	Local Government Rules/Resolutions
CIP	Capital & Infrastructure Planning/Property	PRA	Public Records & Archives
EDU	Education	PCZ	Planning Commission & Zoning
FAP	Finance, Accounting, Purchasing	PSS	Public Safety Services
HCF	Haywood County Farm	SWR	Solid Waste & Recycling
HCU	Haywood County Utilities	TAX	Taxes & Fees



Haywood County Commission

August 2026 - Resolution Number _____

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

WHEREAS, the Haywood County Commission (“the Commission”) is the duly elected legislative body of Haywood County, Tennessee, and is charged with exercising the legislative and policy-making authority vested in it by the laws of the State of Tennessee; and

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

WHEREAS, the Commission recognizes that the adoption of written rules promotes 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**” in July 2019 and approved revisions to the manual September 2025; and

WHEREAS, the Local Government Committee, in consultation with the County Attorney, has prepared additional revisions to the manual, drawing from the Tennessee Code Annotated (TCA), the County Technical Assistance Service (CTAS), and applicable County resolutions; and

WHEREAS, the proposed revisions are intended to clarify existing procedures, incorporate changes in Tennessee law, correct statutory references, and provide additional guidance for the orderly conduct of Commission business; and

WHEREAS, it is the intent of the Commission to adopt and implement these Local Government Rules, as amended, as the standard rules of procedure and operation for the Haywood County Commission;

NOW, THEREFORE, BE IT RESOLVED, by the Haywood County Commission meeting in regular session on August 17, 2026, that the **Local Government Rules for the County Legislative Body**, as prepared and amended by the Local Government Committee, and attached hereto, are hereby adopted as the governing rules of procedure and operation for the County Commission, hereby superseding and replacing previous rules adopted September 2025.

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

ADOPTED: this _____ day of _____, _____.

APPROVED: Commission Chair

APPROVED: County Mayor

ATTEST: County Clerk

Haywood County Rules Manual – Summary of Revisions – August 17, 2026

Local Government Committee 8-11-2026: The Rules Manual has been reviewed and updated to clarify procedures, incorporate changes in Tennessee law, correct statutory references and deadlines, and provide additional guidance for the orderly conduct of Commission business.

- **Rule 2B – Majority:** Clarifies the definition and application of a majority vote.
- **Rule 4H – Procedural Communications:** Clarifies that limited communications among Commissioners concerning the procedural aspects of convening a meeting—such as requesting a meeting, scheduling, and logistics—are not deliberation or discussion of substantive public business.
- **Rule 5K – Parliamentary Authority:** Provides additional guidance regarding parliamentary procedure, including the role of the Chair and County Attorney and the appropriate sources of parliamentary authority.
- **Rule 6B – Resolutions:** Clarifies that a resolution may be amended or rescinded only through adoption of a subsequent resolution, unless otherwise provided by law.
- **Rule 6K – Abstentions:** Clarifies the effect of an abstention on the determination of whether a measure receives the required majority vote, consistent with Tennessee law.
- **Rule 6M – Mayoral Veto:** Corrects the statutory deadline for the County Mayor's veto from five days to **ten days**.
- **Rule 6N – Majority Vote:** Affirms the general requirement for a majority vote of the full membership of the Commission and identifies statutory exceptions.
- **Rule 6O – Supermajority Vote:** Adds guidance concerning matters for which Tennessee law requires more than a simple majority vote.
- **Rule 7 – Appointments and Confirmations:** Clarifies the Commission's role in appointments and the requirement for Commission confirmation where applicable.
- **Rule 8 – Presiding Officer:** Clarifies that the County Mayor does not preside over Commission meetings unless elected by the Commission to serve as Chair.
- **Rule 12 – County Attorney:** Updates provisions concerning the County Attorney to reflect the recent Private Act and clarify the Attorney's role in advising the Commission.
- **Rule 15 – Public Meetings and Public Comment:** Updates provisions concerning public meetings and public comment to reflect changes in Tennessee law.
- **Rule 18 – Conflict of Interest and Code of Ethics:** Updates provisions concerning conflicts of interest, required disclosures and abstentions, nepotism, and ethical conduct.
- **Statutory References:** Adds and updates references to applicable Tennessee Code Annotated provisions throughout the manual.

Addendum – Resolution Index

The **Resolution Index** is a continuing work in progress. The indexed database of past County Commission resolutions will continue to be expanded as future resolutions are adopted and additional records are located on past Commission actions.

The index is intended to provide the Commission with a practical research tool for locating prior resolutions and actions.

The research conducted to date also demonstrates the extensive body of work undertaken by the County's legislative body over the years.

Haywood County Rules Manual - Summary of Updates – September 19, 2025

1. Cover Page - New professional cover page added.

2. Overall: Readability improvements; Reorganized for improved flow; Clarifications throughout.

3. Acknowledgements - New page listing officials and commissioners by district.

4. Introduction – Twofold Purpose: Why Do We Have Rules?

- Guidebook for the Commission and County Government, present and future.
- Communication tool for the public.

5. Overview Section

- Outlines the authority and powers of the Commission.
- Adds description of Commission legislative authority & county districts (researching resolution establishing the 20-member board).
- Includes sources and legal precedence.

6. Table of Contents Revamped – Organized into Three Key Articles

- **Article I** – How we conduct meetings and the agenda.
- **Article II** – Public access and participation.
- **Article III** – Structure of County Boards, Commissions, & Committees.

7. Article I – Meetings of the County Commission

- Agenda – advance distribution, public access, website posting.
- Parliamentary authority clarified.
- Motions/Resolutions – definitions; roll call; amending/tabling motions; “call for question”
- Committee appointments moved to Article III.
- Roles of the Chair, Mayor, Clerk, Sheriff, Attorney – updated descriptions.
- Filling a Vacancy in an Elected Position – added as Rule 13.

8. Article II – Open Meetings, Public Access, Training, Ethic - Reflects recent statutes/resolutions.

9. Article III – Boards, Commissions, & Committees

- Recognizes purpose and value of the committee system, primarily citizen-based volunteers.
- Clarifies definitions: statutory vs. standing committees.
- Reflects all six standing committees.
- Updates nominating process; provides for committee rotations.
- Identifies and lists all county boards, commissions, and committees.

10. Addendum - New section for database of resolutions and policies (LGC work in progress).
Summary of Updates; Removed outdated chart