

RULES, REGULATIONS AND PROCEDURES  
OF THE  
BOARD OF COUNTY COMMISSIONERS,  
THE LEGISLATIVE BODY FOR  
WILLIAMSON COUNTY, TENNESSEE

Adopted January 1983

Last Update June 13, 2023

## **PREAMBLE**

This booklet is prepared for the use of the members of the Williamson County Board of Commissioners.

Members are urged to familiarize themselves with the preliminary procedures herein contained.

In order to insure the orderly processes of the Williamson County Board of County Commissioners and to assist the Chairperson of the Board of the County Commission and the County Mayor in executing their responsibilities to the respective members of this Board, these Rules of Procedure and Regulations for Conduct should be vigorously enforced.

## **DEFINITIONS**

Agenda - Shall mean the written agenda for the next succeeding meeting of the Board of Commissioners to be prepared by the County Mayor and Chairperson of the Board in consultation, with the assistance of the Clerk.

Board of Commissioners - Shall mean the Board of County Commissioners for Williamson County, being the legislative body of such political subdivision of the State of Tennessee.

Chairperson of the Board - Shall mean the person elected as Chairperson of the Board of Commissioners by the Commissioners assembled in a regularly constituted meeting. When by law the County Mayor chooses to serve as Chairperson of the Board of Commissioners, such person shall carry out all duties prescribed for the Chairperson of the Board as is herein set forth, and as provided by law.

Chairperson Pro Tempore - Shall mean that person elected by the Board of Commissioners to hold such office from time to time.

Clerk - Shall mean the County Court Clerk of Williamson County, Tennessee.

Commissioners (individually a Commissioner) - Shall mean the duly elected members of the Board of Commissioners who serve as the elected representatives of the electorate of the 12 legislative districts of Williamson County.

County Mayor - Shall mean the person elected as County Mayor by the electorate of Williamson County, Tennessee, or in the event of his death or inability to serve in such capacity, such person as is elected as his replacement by the Board of Commissioners for such remaining term, all as is prescribed by law.

Majority Vote - Shall mean 13 votes.

Rules - Shall mean the Rules of Procedure of the Board of Commissioners as are approved by the Rules Committee of the Board of Commissioners, and adopted by the Board of Commissioners.

Two-Thirds Vote - Shall mean 16 votes.

**RULES, REGULATIONS AND PROCEDURES  
OF THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE BODY  
FOR WILLIAMSON COUNTY, TENNESSEE**

**RULE 1**

**CONVENING THE BOARD OF COUNTY COMMISSIONERS**

The Board of Commissioners shall meet at 7:00 p.m. on the second Monday of January, February, March, May, June, July, September, October, and November of each year, and at 7:00 p.m. on the fourth Monday in June, of each year for the purpose of adopting an annual budget. Should a meeting date of the Board of County Commissioners fall on a legal holiday or an emergency arise, either the Chairman or a vote of a majority of the Board of Commissioners may hold the scheduled meeting on the following workday after the holiday or emergency. Notification to the members will be the responsibility of the Chairperson of the Board in conjunction with the County Mayor, and an agenda and the resolution packet shall be provided to each Commissioner at least six (6) days prior to each session.

**RULE 2**

**QUORUM**

A quorum for the transaction of business shall be a majority of the Board of Commissioners. The Board of Commissioners shall be composed of 24 Commissioners. A quorum for the Board of Commissioners shall be 13 Commissioners. A "majority vote" of the Board of Commissioners shall be 13 votes. A "two-thirds vote" of the Board of Commissioners shall be 16 votes.

**RULE 3**

**ORDER OF BUSINESS**

1. Call to Order by Chairperson of the Board. In the absence of the Chairperson of the Board, the Chairperson Pro Tempore shall preside.
2. Invocation and Pledge to the Flag.
3. Roll Call.
4. Approval of the minutes of the previous meeting(s) and any special called meeting which are submitted to the Board of Commissioners.
5. Citizen communication is designed to receive information from the public and Commissioners shall not ask questions of the speaker or seek the floor during this portion of the Agenda to respond to citizen communication.

Citizen communication guidelines are as follows:

- a. A 30 minute time period will be set aside for citizen comments at each regularly scheduled meeting of the Williamson County Board of Commissioners.
- b. Those interested in addressing the Board of Commissioners during citizen communication must sign up prior to the meeting giving their name and city of residence. Prior to speaking, the citizen will give the city of residence. Nothing herein shall require a citizen to give their address or phone number prior to addressing the Board of Commissioners. A sign-up sheet will be placed at the podium prior to the beginning of each regularly scheduled Board of Commissioners meeting.

- c. Requests to speak will be honored in the order in which they appear on the sign-up sheet. Should more than ten (10) individuals sign up to speak, the 30 minute time period will be evenly divided among all speakers. In all cases, Rule 3.5.d shall still apply.
  - d. Comments will be limited to three (3) minutes per person or group. If there is more than one person speaking to the same subject, they should designate a spokesperson for the group.
  - e. No personal attacks will be permitted and no votes will be taken on any non-agenda items that meeting.
  - f. The Commission Chairperson shall have the right to rule any person out of order when, in the Chair's discretion, those comments are deemed to be inappropriate
- 6. Announcements, communications, messages and resolutions for special recognition.
  - 7. Reports - county officers, department heads, boards, commissions and standing or special committees of the Board of Commissioners. All county officers, department heads, boards and commissions shall submit written reports at least one week prior to each regularly scheduled meeting to each Commissioner and shall attend and may make oral reports upon the request of the Commission at the regular meetings of the Board of Commissioners. The County Mayor and the Director of Schools must make oral presentations.
  - 8. Elections and appointments.
  - 9. The consent agenda shall include those items which are typically considered routine items. The items that may be included on the consent agenda shall be those items concerning the acceptance of roads into the county road system, funds in lieu of, authorization to sign addendums to annual lease agreements which do not materially alter the purpose of the lease agreement, memorandums of understanding that do not involve the appropriation of funds or that which are otherwise required to be approved pursuant Tennessee Law, list of notaries, easements provided by utility or communication companies that are on a form easement document that has been approved by prior County Commission action, authorizations to sign service agreements that do not exceed the current fiscal year, and authorizations to sign grant contracts with the State of Tennessee which do not require an amendment to the budget or appropriation of funds. New lease agreements, interlocal agreements, and agreements for services with terms exceeding the present budget year shall not be considered routine agreements to be included on the consent agenda. Nothing in this section shall limit a County Commissioner's ability to request any item be pulled from the consent agenda to be discussed and separate action taken. (Res. 6-99-30, 11-06-16, 11-10-11, 11-16-09, 10-20-12)
  - 10. Unfinished business.
  - 11. New business:
    - 1. Zoning Matters.
    - 2. Appropriations.
    - 3. Other
  - 12. Adjournment.

RULE 4  
GENERAL

4.1 WHO MAY ADDRESS THE BOARD

- a. It is a Commissioner's right to address the Chairperson of Board and the entire Board of Commissioners at any appropriate time after proper recognition by the Chairperson of the Board.
- b. A Commissioner shall speak no more than once on the same subject, until all Commissioners desiring to speak have had an opportunity to speak on it, and for no more than three (3) minutes at any one time, except that the maker of a motion or resolution, and the Chairperson of the committee to which the matter has been referred, shall each have the right to speak ten (10) minutes. This restriction may be waived by a majority vote of the Commissioners present.
- c. A Commissioner may introduce a non-member and move for permission for such non-member to address the Board of Commissioners, which motion shall be undebatable and shall pass upon a majority vote of the Commissioners present. Each speaker shall be limited to five (5) minutes and his remarks be limited to the subject then being debated upon by the Board of Commissioners.
- d. The Chairperson of the Board may call upon non-members to address the Board of Commissioners for the purpose of giving information and/or advice on matters then before the Board of Commissioners.
- e. No persons except Commissioners and officers in the discharge of their duties shall be admitted within the podium area during the sessions of the Board of Commissioners unless invited by the Chairperson of the Board.
- f. Should the Chairperson of the Board desire to speak upon any subject, other than in conducting the meeting and providing information from the Chairperson, he shall have the right to do so, provided he shall relinquish the Chairperson to the Chairperson Pro Tem for the duration of the consideration of the matter then before the Board of Commissioners. When so speaking before the Board of Commissioners, the Chairperson of the Board shall be subject to the same rules as any Commissioner.
- g. When the Chairperson of the Board is presenting any question, or when any person is addressing the Board of Commissioners, no person shall engage in private conversation above a whisper or walk across the room between the Chairperson of the Board and the person speaking, or in any manner disturb the proceedings of the Board of Commissioners. Each Commissioner, while speaking, shall confine himself to the question under debate and avoid all personal, indecorous or sarcastic language, and shall address all of his remarks to the Chairperson.
- h. When the Board of Commissioners is holding public hearings on zoning matters, all persons present will be allowed to speak, subject to such time limitations as the Chairperson of the Board may impose at his discretion.

#### 4.2 GAINING THE FLOOR

In all cases, commissioners, once properly recognized by the Chairperson of the Board, shall be entitled to address the Chairperson in the order in which they were recognized. Should there be any dispute in the order in which the commissioners were recognized, the Chairperson shall decide the order in which the commissioners are to address the chair.

#### 4.3 SPEAKING

When any Commissioner wishes to speak in debate or discourse on any matter whatsoever to the Board of Commissioners, he shall, after proper recognition by the

Chairperson, respectfully address himself to the Chairperson and shall proceed in his remarks, and shall confine himself strictly to the questions under debate avoiding all personalities. The Chairperson of a committee, his designee or the author of a resolution may speak as often as the situation requires.

4.4 CONSENT TO YIELD

While a Commissioner or other person is speaking, he is not to be interrupted, unless he agrees to accept questions from other Commissioners. If the Commissioner or other speaker with the floor declines to yield the floor for a question, then he shall not be interrupted, but shall yield to questions at the end of the presentation. Such period of questions shall not be counted as part of his time for speaking as provided in Section 4.1.

4.5 POINTS OF ORDER

If any Commissioner, speaking or otherwise, transgresses these rules, the Chairperson of the Board shall, or any Commissioner may, call to order, in which case the Commissioner so called to order shall immediately yield the floor and cease debate. When the point of order has been decided by the Chairperson of the Board, the Commissioner entitled to the floor can proceed, subject to the decision on the point of order.

4.6 APPEAL OF RULING

Any Commissioner may appeal to the Board of Commissioners from ruling of the Chairperson of the Board and a majority vote of the Commissioners present shall decide the appeal.

4.7 NEW BUSINESS NOT ON AGENDA

New business not on the agenda at the opening of the regular meeting of the Board of Commissioners may be presented to the Board of Commissioners unless two (2) Commissioners object.

RULE 5  
MOTIONS

5.1 INTRODUCTION AND DEBATE

Motions may only be made by Commissioners. No motion shall be debated until the same is seconded and stated by the Chairperson of the Board.

5.2 MOTIONS IN WRITING

Where practicable, when a motion is made and seconded, it shall be reduced to writing by the Clerk, and read by the Chairperson of the Board prior to any debate or vote.

5.3 ROLL CALL VOTE

Any motion may be put to the Board of Commissioners for a voice vote by the Chairperson of the Board, provided, however any Commissioner may require a roll call by the raising of hand or indicating otherwise, either before or after the voice vote. A roll call vote is required when making appropriations, adopting a budget or electing certain officials, as required by law. Unless the voting board display is being used to conduct the roll call vote,

when a roll call vote is being taken any Commissioner may “pass”. The Clerk shall then, at the conclusion of the roll call, recall the name of any passing Commissioner, at which time he must vote or abstain. Every Commissioner shall be entitled to vote or change his vote at any time prior to the official announcement by the Chairperson of the Board or the Clerk of the final vote tally. When the voting display board is being utilized to tabulate the votes of the Board of Commissioners on a roll call vote, the Chairperson may ask if a Commissioner desires to change his vote prior to the Clerk or Chairperson giving the vote tally to the Board of Commissioners for official declaration. No change in voting will be allowed after the vote tally is officially announced.

#### 5.4 DEBATING THE SUBJECT

No Commissioner who has spoken upon any subject before the Board of Commissioners shall be allowed to call for the previous question until all members desiring to speak upon the subject under debate have had an opportunity of so doing. Once a call of the question is made and seconded, the Chairperson shall read the names of those Commissioners that had requested to speak on the resolution before the Commission prior to the call of the question being made. Once the names are read, the Chairperson shall conduct the vote with no further discussion or debate. The motion to call of the question shall require a two-thirds majority vote of the present members to be effective.

#### 5.5 MOTION TO TABLE

If a Commissioner desires to lay a motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority decides, a motion to table can be made and adopted if a majority vote supporting the motion is received. Whenever a motion or resolution has been presented to the Board of Commissioners and an amendment or amendments to the same have been offered, and after such amendments, a motion to table is made, such motion to table shall not take with it the original motion or resolution. Any discussion must cease after a motion to table is made and properly seconded, except that one proposer of the motion or resolution which is subject to the motion to table may speak to the subject, as well as the maker of the motion to table. All motions to table that have not been taken up by the June Commission Meeting in the same fiscal year in which the motion was made shall die for lack of action.

#### 5.6 MOTION TO RESCIND

The purpose of the act to rescind a motion is to permit the maker of the motion and the second to agree to withdraw their motion before action is taken on the motion. The maker of a motion may withdraw the motion only if the member that seconded the motion agrees to withdraw the second. Rescinding a motion may not be made once any subsequent action has been taken on the motion. For the purpose of this rule, “action” means an act of taking a vote on the issue or the act of making a subsequent motion which receives a second, including, but not limited to a motion to amend, motion to table, or other like secondary motions. The definition of action shall not include the original motion and second to get the issue on the table or any discussion conducted before a vote or amendment is made.

#### 5.7 RECONSIDERATION OF A MOTION

The purpose of a motion to reconsider is to permit a subsequent vote on an action that



was taken in haste, based on erroneous information or that new information became known which may have brought about a different effect. A motion to reconsider may be made and seconded during the same meeting in which the original action was taken by members of the prevailing side and approved by a majority of the membership. A motion to reconsider may be made at the next scheduled meeting following the meeting in which the action took place, made and seconded by members on the prevailing side, and approved by a 2/3 vote of the entire membership.

5.8 PRECEDENCE OF MOTIONS

The order of precedence of motions, as set out in the latest copyrighted edition of Robert's Revised Rules of Order, shall be strictly followed.

RULE 6  
RESOLUTIONS

6.1 FILING RESOLUTIONS

All resolutions and amendments that are included with the resolution at time of filing shall be filed with the Clerk of the Board of Commissioners in writing before the same can be considered by the Board of Commissioners for action. Only members of the Williamson County Board of Commissioners shall sponsor resolutions and amendments. All resolutions shall be signed by a member(s) of the Legislative Body as the sponsor(s) of resolutions and amendments, prior to being filed with the Clerk of the Board of Commissioners. All resolutions for consideration of the Board of Commissioners shall be filed with the County Clerk by 12:00 Noon fourteen (14) days preceding the next regular meeting. At that time, the time for filing resolutions shall be considered closed. Once the agenda is compiled, that agenda, along with all resolutions, shall be forwarded to the Information Technology Department to be processed and scanned and placed on the Williamson County web page.

6.2 RESOLUTIONS TO BE STUDIED BY STANDING COMMITTEES

Each Chairperson of a Standing or Special Committee shall convene the committee prior to the next regular meeting of the Board of Commissioners for the purpose of considering those resolutions with the purpose to study and make recommendations regarding the resolutions to the Board of Commissioners at its next regular meeting. If desired, a minority report may also be presented at said meeting. When a resolution is prepared, the name of the commissioner, individual, or department head requesting action on the unfiled resolution shall be included under the resolution number.

6.3 SUCCESSFUL RESOLUTIONS

All resolutions which are passed by the Board of Commissioners shall be submitted to the Chairperson of the Board for his signature and attested by the signature of the Clerk. The resolution, along with the vote of the Commissioners, shall then be submitted to the County Mayor, within five (5) days of its passage, for his consideration in accordance with law. If the County Mayor signs it, the resolution shall become effective immediately or at a later date if the resolution so provides.

6.4 UNSUCCESSFUL RESOLUTIONS

If the County Mayor vetoes the resolution, he shall return it to the Board of Commissioners for action on his veto, by transmitting the disapproved resolution to the Clerk, together with any written veto message the County Mayor chooses to provide. The Clerk shall thereafter immediately provide the Chairperson of the Board and each Commissioner with a copy of the resolution so disapproved by the County Mayor, together with whatever written veto message accompanies it. Any matter vetoed by the County Mayor shall automatically be placed on the Agenda of the next regularly scheduled meeting of the Board of Commissioners to consider such vetoed resolution, a "motion to override" the County Mayor's veto shall be the appropriate motion to bring such matter before the Board of Commissioners, as with all resolutions it must be seconded, but shall not be subject to amendment. It shall require a Majority Vote of the Board of Commissioners to override a veto by the County Mayor. Such vote must take place within 30 days of the Clerk's receiving the written message of veto from the County Mayor, or at the next regular meeting of the Board of Commissioners, whichever is later. If the County Mayor fails to either sign or to veto a resolution and to report his action to the Board of County Commissioners as herein prescribed within ten (10) days after the resolution is submitted to him, the resolution shall become effective without his signature upon the expiration of the ten (10) day period or at a later date if the resolution so provides. The veto may not be exercised with respect to specific items or parts of items in the annual county budget, and may only be exercised with respect to the whole.

#### 6.5 ACTION OF CLERK WITH RESPECT TO RESOLUTIONS

In addition to the duties of the Clerk with respect to receiving resolutions for filing, as provided in this Section 6 hereof, it shall be the duty of the Clerk to transmit all resolutions between the Board of Commissioners and the County Mayor, as provided in this Section 6 of the Rules. In this regard, the Clerk shall stamp on the face of all communications, including resolutions, the date and time of his receipt of such matters. Receipt by the Clerk shall be deemed as receipt by the Board of Commissioners. The Clerk may correct insubstantial typographical errors in a resolution prior to its presentation on the floor of the Commission, provided that any such correction changes neither the purpose nor the intent of the resolution. The Clerk may also enter committee votes and reports on the affected resolution, if available, before the proposed resolution and Agenda are sent to the Commission by the Clerk's office. The Clerk shall, in addition, maintain a permanent file of all resolutions acted on by the Board of Commissioners. Each file shall contain all the pertinent information, including the filing date and time, by whom introduced, action by the Board of Commissioners, and action by the County Mayor. The Clerk, together with the Rules Committee and the Board of Commissioners, may adopt such forms for resolutions as are deemed appropriate from time to time. Within five (5) workdays from the date the resolutions are signed or from the ten day veto period, a listing of each commissioner's vote on each resolution shall be drafted and posted on the Williamson County web page.

#### RULE 7

#### ELECTIONS AND APPOINTMENTS

#### 7.1 NOTICE TO COUNTY COMMISSIONERS

- a. Whenever an office is required to be filled, or a vacancy occurs in any office required to be filled, by the Board of Commissioners, the County Clerk shall provide notice with the Agenda to every Commissioner of the need to fill the office or vacancy. In addition, the Chairperson shall direct that public notice be

given in a newspaper of general circulation in Williamson County at least 7 days prior to the Board of Commissioners' meeting at which the office is to be filled, notifying the public of the vacancy or opening and specifying the office or offices to be filled at the meeting.

- b. With the exception of those nominees that are made from the floor by either a citizen of Williamson County or a sitting Williamson County Commissioner, all nominees for consideration in elections and appointments shall submit to the County Clerk to be included with the Agenda, at a minimum, the following information:
  - 1. Title;
  - 2. Duties and term of position to be filled;
  - 3. Name and address of nominee;
  - 4. Voting district in which nominee resides;
  - 5. If applicable, the salary amount;
  - 6. Names of persons, organizations or informal group recommending the nominee; and
  - 7. Brief biographical information of the nominee furnished by the person or organization recommending the nominee.
- c. All nominations for appointments and elections by the County Mayor as provided for by law and which are to be voted on by the Board of Commissioners, shall be submitted to the Commissioners with the Agenda for the next meeting.
- d. Prior to any vote taken, the Chairman shall allow registered voters of Williamson County an opportunity to submit names to the County Commission for consideration. The names may be submitted in writing to the Chairman prior to the meeting or may be submitted in person at the meeting. In order for a name to be considered, a County Commissioner must subsequently nominate the person. County Commissioners may still nominate a candidate or candidates from the floor. Nominations do not need a second from another Commissioner to be a valid nomination. Once nominations cease, the County Commission may discuss the nominations and, at the discretion of the Chairman, may interview or allow nominees the opportunity to speak. The County Commission may postpone a vote to fill a vacancy to a subsequent meeting if approved by a majority of the members. Each Commissioner's vote regarding the appointment process must be recorded by the County Clerk and entered on the Minutes of the Legislative Body.
- e. Except for vacancies to the Board of Education, the County Legislative Body shall make appointments to fill any vacancy within 120 days of receiving notice of the vacancy, unless during that time period there is a general election scheduled and there is sufficient time for the vacancy to be placed on the ballot. A vacancy on the Board of Education must be filled at the next regularly scheduled meeting of the County Legislative Body but only if the vacancy occurs more than fifteen (15) days prior to the next regularly scheduled meeting. In the event the vacancy on the Board of Education is effective within fifteen (15) calendar days prior to the next regularly scheduled meeting, the vacancy shall be filled at the following regularly scheduled meeting for the purpose of providing notice of the Board of Education vacancy. For the purposes of this rule and Chapter 323 of the Private Acts of 1972, the next regularly scheduled meeting shall be defined as the next

regularly scheduled meeting that is scheduled fifteen (15) calendar days or more from the effective date of the Board of Education vacancy. (Res. 11-21-16)

- f. All persons nominated should be present at the County Commission meeting. If the person nominated from the floor is not present at the meeting, the person making the nomination must submit a signed statement from the nominee stating that the nominee is willing to serve in the position if appointed.

## 7.2 THE ELECTION WILL PROCEED AS FOLLOWS

- a. For all elections and appointments other than standing and special committees of the Board of Commissioners:
  - 1. The ballots are to be cast by roll call.
  - 2. A Majority Vote of the Board of Commissioners is required for election.
  - 3. If no one is elected on a given ballot, the candidate receiving the lowest number of votes will be dropped and the vote will be taken again until a candidate is elected by the required majority vote of the membership. This procedure shall continue until a candidate receives the required majority vote of the membership.

## RULE 8 COMMITTEES

### 8.1 GENERAL RULES OF COMMITTEES

- a. All standing committees of the Board of Commissioners shall be appointed annually, during the September County Commission meeting, except for election years which then shall be appointed during the October County Commission meeting, except for the Rules, Steering, Human Resources, and Parks & Recreation Committees, which shall be appointed during the July meeting, except during election years, during which such appointments shall also be made during the September County Commission meeting.
- b. All committees, standing and special, shall meet and elect from its membership a Chairperson and a Vice-Chairperson. An elected Vice-Chairperson of a committee shall be allowed to serve as Chairperson of that same Standing Committee the following year, including election years, with the Steering Committee having the leisure of appointing other Commissioners to any of the other Standing Committees.
- c. If neither the Chairperson nor Vice-Chairperson is present, the Mayor, Board Chairperson, or County Attorney, or if none are present, a Committee member, shall call the meeting to order and ask for nominations for a temporary chairperson who shall preside over the meeting. Such office is terminated by the entrance of the Chairperson or Vice-Chairperson or at the conclusion of the meeting.
- d. With the exception of the Chairpersons of the Rules and Steering Committees, a County Commissioner may not serve as Chairperson of more than one Standing Committee per year. The Chairpersons of the Rules and Steering Committees shall have the ability to serve as Chairperson on one other Standing committee.
- e. Committee chairperson shall advise the Chairperson of the Board as early as possible as to the expected duration of any unusual or protracted matters to be

- presented at the next meeting of the Board of Commissioners.
- f. All committee chairpersons shall contact the County Attorney on matters appearing to warrant legal evaluation prior to the meeting of the Board of Commissioners.
  - g. Each committee that meets monthly shall establish a normal meeting date and time each month. Every effort will be made to hold committee meetings at their designated times.
  - h. The following procedure shall be followed pertinent to committee reports and related action:
    - 1. The committee Chairperson or a member designated by him shall make the presentation in an open meeting of the Board of Commissioners.
    - 2. Upon completion of a report, the speaker shall yield to questions.
    - 3. There shall be a vote on the proposition when discussion is complete or when there is a call for the question by the Board of Commissioners.
  - i. If for any reason, the Chairperson of a committee fails or refuses to call a meeting of the committee, the Chairperson of the Board, or a majority of the committee membership may do so.
  - j. It is the intent of the Board of County Commissioners that each commissioner rotate through all of the various Standing Committees of the County Commission, staying on a committee no more than two (2) consecutive years, except when there are special circumstances such as major projects, deemed such by the Rules Committee. Should a Commissioner be elected as Vice Chairperson of a committee during a year in which said Commissioner is serving the second consecutive year on a committee, the Commissioner may be allowed to move up as Chairperson and serve on that committee for the third consecutive year, including election years. Further, the Steering Committee may, from time to time, under extenuating circumstances, make such recommendation which would allow a County Commissioner to serve on a committee more than two (2) consecutive years; and that recommendation must be submitted to and approved by the County Commission.

## 8.2 INFORMATION FOR COMMITTEE MEMBERS

- a. Authority of a Committee: The role and jurisdiction of a committee of the Board of Commissioners is to study matters and resolutions, provide information and to present recommendations to the Board of Commissioners with respect to matters which are referred to the committee, or which generally fall within the cognizance of the title of such committee.
- b. Appropriation Requests: Any and all resolutions requiring an expenditure of funds shall be submitted in writing to the Budget Committee, have an estimated cost included, and state where the revenue is to come from, if possible. The Budget Committee will provide information and present recommendations to the County Mayor and the Commission.
- c. Committee Meeting Minutes: Minutes should be kept of all committee meetings. The minutes should contain the day, time and place the committee convenes, the members present, a summary of matters considered, a record of the voting on the action of each recommendation to the Board of Commissioners and the time of adjournment. The Chairperson of the committee shall be responsible to assure that

adequate public notice be given of all meetings of the committee, and the meeting shall be open to the public.

- d. Duties of Committee Chairperson: The Chairperson's prime responsibility is to serve as presiding officer at committee meetings, and to serve as spokesman of the committee in any action or reporting to the Board of Commissioners. Further, the Chairperson should fully understand and make the committee aware of its authority and areas of jurisdiction. The Chairperson of a committee shall be allowed to make or second a motion and shall be entitled to a vote as a member of that committee. Committee chairperson shall chair the committee meetings in accordance with Robert's Rules of Order. It shall be the duty of the committee Chairperson to provide an agenda of items to be discussed when calling a meeting.
- e. Reporting Procedure: The procedure for reporting the finding of a committee to the Board of Commissioners shall be as follows:
  - 1. The Chairperson, or a member he so designates, may report from his or her chair or from the rostrum in front of the Board of Commissioners. He must report whether the resolution or matter studied was approved, not approved, or whether there is no recommendation. Minority reports will be permitted.
  - 2. Upon completion of a report, the speaker shall yield to questions.
  - 3. After there has been a motion made and seconded, and so stated by the Chairperson of the Board, any Commissioner may ask questions or discuss the motion.
  - 4. There shall be a vote on the proposition when discussion is complete and when there is a call for the question by the Board of Commissioners.

### 8.3 STANDING COMMITTEES

#### a. Rules Committee

- 1. The Rules Committee will be composed of six (6) Commissioners. These six (6) Commissioners will be chosen from the 12 Legislative Districts for Williamson County in the following manner: one member of the committee will be chosen from the 1st and 2nd districts; one member will be chosen from the 3rd and 4th districts; one member will be chosen from the 5th and 6th districts; one member will be chosen from the 7th and 8th districts; one member will be chosen from the 9th and 10th districts; and one member will be chosen from the 11th and 12th districts.
- 2. The committee members will be chosen annually by the four (4) Commissioners in each of the paired districts. These six (6) members will serve on a rotating basis so that each of the Commissioners will serve at least once on all four Rotating Committees during his or her four (4) year term, unless prevented from doing so because of choice or incapacity.
- 3. The duties of the Rules Committee will be to establish the Rules and Regulations for the Board of Commissioners' meetings, committee meetings, and the filing of resolutions, agenda formulation and all other matters pertaining to the orderly conducting of business by the Board of Commissioners.

#### b. Steering Committee

- 1. The Steering Committee will be composed of six (6) Commissioners.

These six (6) Commissioners will be chosen from the 12 Legislative Districts for Williamson County in the following manner: one member of the committee will be chosen from the 1st and 2nd districts; one member will be chosen from the 3rd and 4th districts; one member will be chosen from the 5th and 6th districts; one member will be chosen from the 7th and 8th districts; one member will be chosen from the 9th and 10th districts; one member will be chosen from the 11th and 12th districts.

2. The committee members will be chosen annually by the four (4) Commissioners in each of the paired districts. These six (6) members will serve on a rotating basis so that each of the Commissioners will serve at least once on all four Rotating Committees during his or her four (4) year term, unless prevented from doing so because of choice or incapacity.
3. The duties of the Steering Committee will be:
  - a. To establish or discontinue all Standing Committees, with the approval of the Board of Commissioners.
  - b. To appoint all members of Standing Committees, the Investment Committee, and the Audit Committee with approval from the Board of Commissioners and appoint all members of Special Committees. Committees may not be composed of more than one Commissioner from the same district.

c. Education Committee

1. This Committee will consist of five (5) or seven (7) Commissioners to be chosen annually at the September meeting of the Board of Commissioners.
2. The duties of this Committee shall be to review, study, and make recommendations concerning matters pertaining to the elementary, secondary, and adult education, vocational and technical education, and all other pertinent aspects of education.

d. Public Health Committee

1. This Committee will consist of five (5) or seven (7) Commissioners to be chosen annually at the September meeting of the Board of Commissioners.
2. The duties of this Committee shall be to review, study and make recommendations concerning programs and matters pertaining to health care, comprehensive health planning, local health services, mental health, social services and welfare programs in the County.

e. Tax Study Committee

1. This committee will consist of five (5) Commissioners to be chosen annually at the September meeting of the County Commissioners.
2. The duties of this committee shall be to:
  - a. Annually review all existing sources of County revenue
  - b. To develop new sources of County revenue.

f. Property Committee

1. This committee will consist of five (5) or seven (7) Commissioners to be chosen annually at the September meeting of the Board of Commissioners.
2. The duties of this committee will be to inspect and review all tangible property belonging to Williamson County, Tennessee, both real and personal in nature, and to make recommendations to the Board of Commissioners concerning records of fixed assets, maintenance, expansion,

rental or sale of County property.

- g. Law Enforcement and Public Safety Committee
  - 1. The membership of this committee shall consist of five (5) or seven (7) Commissioners to be chosen annually at the September meeting of the Board of Commissioners.
  - 2. The duties of this committee shall be to study and make recommendations concerning all matters pertaining to the criminal justice system including law enforcement, courts and corrections, civil disturbances, juvenile delinquency, alcohol and drug abuse, emergency preparedness, fire prevention and control, ambulance service and emergency medical services.
- h. Parks and Recreation Committee
  - 1. The Parks and Recreation Committee will be composed of six (6) commissioners. These six (6) Commissioners will be chosen from the 12 Legislative Districts for Williamson County in the following manner: one member of the Committee will be chosen from the 1<sup>st</sup> and 2<sup>nd</sup> districts; one member will be chosen from the 3<sup>rd</sup> and 4<sup>th</sup> districts; one member will be chosen from the 5<sup>th</sup> and 6<sup>th</sup> districts; one member will be chosen from the 7<sup>th</sup> and 8<sup>th</sup> districts; one member will be chosen from the 9<sup>th</sup> and 10<sup>th</sup> districts; one member will be chosen from the 11<sup>th</sup> and 12<sup>th</sup> districts.
  - 2. The committee members will be chosen annually by the four (4) Commissioners in each of the paired districts. These six (6) members will serve on a rotating basis so that each of the Commissioners will serve at least once on all four Rotating Committees during his or her four (4) year term, unless prevented from doing so because of choice or incapacity.
  - 3. The duty of the Parks and Recreation Committee will be to provide and oversee the provisions of leisure services for Williamson County.
- i. Human Resources Committee (Resolutions No. 10-95-10, 3-96-7, 10-05-2)
  - 1. The Human Resources Committee will be composed of six (6) commissioners. These six (6) Commissioners will be chosen from the 12 Legislative Districts for Williamson County in the following manner: one member of the Committee will be chosen from the 1st and 2nd districts; one member will be chosen from the 3rd and 4th districts; one member will be chosen from the 5th and 6th districts; one member will be chosen from the 7th and 8th districts; one member will be chosen from the 9th and 10th districts; one member will be chosen from the 11th and 12th districts.
  - 2. The committee members will be chosen annually by the four (4) Commissioners in each of the paired districts. These six (6) members will serve on a rotating basis so that each of the Commissioners will serve at least once on all four Rotating Committees during his or her four (4) year term, unless prevented from doing so because of choice or incapacity.
  - 3. The duties of the committee shall be to review, study, and make recommendations concerning programs, fringe benefits, compensation, and matters pertaining to Human Resources for all County employees and elected officials.

#### 8.4 STATUTORY COMMITTEES

- a. Budget Committee



1. The Budget Committee has been established under the dictates of 01, et. seq. of the County Budgeting Law of 1957, as adopted by resolution of the Board of Commissioners on July 19, 1976.
  2. The Budget Committee will consist of five (5) members, one of whom shall be the County Mayor and the other four (4) members shall be appointed by the County Mayor in September, with the approval of the Board of Commissioners.
  3. The duties of the Budget Committee are set out in T.C.A. Sections 5-12-104, 5-12-106, 5-12-107, 5-12-108, 5-12-109, 5-12-110, and 5-12-111.
  4. The Budget Committee shall see that other committees shall be notified when monetary matters as they pertain to that committee shall be discussed by the Budget Committee, particularly during budget presentation.
  5. Commission members appointed by the County Mayor to the Budget Committee shall not be appointed to serve on other Standing Committees, with the exception of the Steering, Rules, Human Resources, and Parks & Recreation Committees.
- b. Purchasing Committee
1. The Purchasing Committee has been established under the dictates of T.C.A. 5-14-106 and 5-14-101, et. seq. of the County Purchasing Law of 1957, as adopted by resolution of the Board of Commissioners on July 19, 1976.
  2. The Purchasing Committee will consist of five (5) members, one of whom shall be the County Mayor; and the other four (4), who need not be members of the county governing body, shall be appointed by the County Mayor in September, with the approval of the county governing body. Such committee shall elect its own Chairperson.
  3. The duties of the Purchasing Committee are set out in T.C.A. Sections 5-14-103, 5-14-104, 5-14-105, 5-14-106, 5-14-107, 5-14-108, 5-14-109, 5-14-110, and 5-14-112.
  4. Additionally, the duties of the Purchasing Committee shall include the responsibilities of a County Insurance Committee, as set forth in T.C.A. 8-27-502.
- c. Insurance Committee (Resolution No. 11-95-30)
1. T.C.A. 8-27-502. Appointed by Steering Committee and approved by the County Commission.
  2. Pursuant to action taken by the County Commission by Resolution No. 9-96-31, the duties and responsibilities of the Insurance Committee, as outlined in T.C.A. 8-27-502, be combined with the Purchasing Committee, in accordance with Resolution No. 9-96-31, referenced in Rule 8.4(b) and that, with the approval of the combination of the duties of these two (2) committees, the appointment of the members shall be made by the County Mayor and approved by the County Commission.
- d. Delinquent Property Tax Sale Committee (Resolution No. 6-13-24)
1. The Delinquent Property Tax Sale Committee was established by action of the County Board of Commissioners pursuant to T.C.A. § 67-5-2507.
  2. The Committee is made up of four members of the County Legislative Body along with the County Mayor who shall concurrently be appointed as

members of the Delinquent Property Tax Sale Committee as well as to the Purchasing and Insurance Committee, and shall, in addition to the members' duties as Purchasing and Insurance Committee members, exercise the authority and duty concerning real property purchased by Williamson County through a delinquent tax sale subject to the restrictions and requirements provided in Tennessee Code Annotated, Section 67-5-2507.

3. By the adoption of Resolution 6-13-11, it is the intent of the County Board of Commissioners that the annual appointment of members to the Purchasing and Insurance Committee shall also be concurrently appointed to the Delinquent Property Tax Sale Committee to fulfill the appointment requirements of *Tenn. Code Ann. § 67-5-2507*.

e. Investment Committee

1. The Investment Committee has been established under the dictates of T.C.A. 5-8-201 and 5-13-101, et. seq. of the County Fiscal Procedures Law of 1957, as adopted by resolution of the Board of Commissioners on July 19, 1976.
2. This committee will be composed of three (3) Commissioners who will be appointed in September by the county governing body, also serving on this committee will be the Trustee and County Mayor. The County Mayor will serve as chair of the committee.
3. The duties of the Investment Committee are set out in T.C.A. Sections 5-13-103, 5-13-104, 5-13-105, 5-13-106, 5-13-107, and 5-13-108.

f. Audit Committee

1. The Audit Committee has been established under the dictates of T.C.A. 8-15-101 through 8-15-104.2.
2. The membership of this committee shall consist of not less than three (3) members to be chosen annually at the September meeting of the Board of Commissioners, beginning with the year 1994.
3. The duties of this committee are set out in T.C.A. 8-15-101 through 8-15-104.

g. Ethics Committee

1. The Ethics Committee was established pursuant to Section 5 of the Williamson County Code of Ethics, adopted by Resolution No. 2-07-9, and the Tennessee Ethics Reform Act of 2006.
2. The membership of this Committee shall consist of five (5) members to be appointed by the County Mayor and confirmed by the County Commission for one (1) year terms.
3. At least three (3) members of the Committee shall be members of the County legislative body; one (1) member shall be a constitutional County officer or, should no constitutional County officer be willing to accept appointment, an additional member of the County legislative body; and the remaining member may be either a member of a board, committee, commission, authority, corporation, or other instrumentality governed by this policy, or an additional member of the County legislative body.
4. Members of the Ethics Committee shall be appointed each year at the same time as other committees.
5. The duties of the Ethics Committee are set forth in the Williamson County Code of Ethics and the Tennessee Ethics Reform Act of 2006.

8.5 SPECIAL COMMITTEES

All Special Committees will be appointed by the Steering Committee, upon affirmative action requesting same by the Board of Commissioners.

8.6 EX OFFICIO MEMBERSHIP

The County Mayor and Chairperson of the Board are Ex Officio non-voting members of all Committees, unless otherwise specified as voting members by law or by rule. The Chairperson may be appointed as a voting member to any Rotating Committee or Statutory Committee, with the exception of the Budget Committee. The Chairperson shall be considered a non-voting member of all committees for which the Chairperson is not appointed as a voting member, for the purpose of attaining a quorum to conduct a meeting and taking a vote.

RULE 9  
COMPENSATION OF COMMISSIONERS

Effective September 1, 2022, each Commissioner will be compensated at the rate of \$600 each month, and the Commission Chairperson will receive \$650 each month.

RULE 10

10.1 CHAIRPERSON OF THE BOARD

a. Election

In the event the County Mayor declines to serve as the presiding officer of the Board of Commissioners, annually, at its regular September meeting, the Board of Commissioners shall elect a Chairperson and a Chairperson Pro Tempore.

b. Voting by the Chairperson

The Chairperson may vote only as permitted by the Laws of the State of Tennessee (Reference 1983 Public Chapter No. 138 as referenced in this manual).

c. Call to Order

The meetings of the Board of Commissioners shall be called to order by the Chairman of the Board. In the absence of the Chairperson of the Board, the Chairperson Pro Tempore shall preside. In the absence of the Chairperson Pro Tempore, the Board of Commissioners shall be called to order by the Clerk; and the Board of Commissioners shall immediately elect one of the Commissioners to preside over the deliberations.

d. Preserve Order

The Chairperson of the Board shall preserve order and decorum. He may speak to points of order in preference to other Commissioners. He shall decide questions of order, subject to an appeal to the Board of Commissioners by any Commissioner.

e. Order of Recognition

Before a Commissioner is allowed to speak twice on the same subject, unless he is a Chairperson making a report, or introducing a resolution or a motion, the Chairperson of the Board shall inquire if there is another Commissioner who has not spoken on that subject and who wishes to speak. If there is such a Commissioner, he shall be recognized in priority to those who have previously spoken on the subject.

- f. Motions  
Once a motion has been made and duly seconded, the Chairperson of the Board shall state the motion so that debate on the motion may begin.
- g. Clarification  
The Chairperson of the Board shall clearly state any question being taken. A Commissioner may ask for clarification of the question up until the result of the vote is announced by the Chairperson of the Board.
- h. Agenda  
The Chairperson of the Board and the County Clerk, in cooperation, will cause to be forwarded to each Commissioner the tentative agenda and the filed resolutions not less than six (6) days prior to the Board of Commissioner's meeting date. In this regard, the Clerk shall provide such assistance as may be necessary or desirable.
- i. Addressing the Board  
Reference Rule 4.1(f).
- j. Reimbursement of Travel Expenses  
The Chairperson shall be responsible for approving reimbursement for travel expenses for all Commissioners prior to the travel to attend the County Services Association's spring and fall meetings or any other meetings or educational seminar or conference provided by a public or quasi-public entity. The Chairperson Pro Tempore is responsible for approving reimbursement for qualifying travel expenses for the Chairperson. The individual approving the request shall sign both the travel expense request and the travel expense report. Commissioners shall be solely responsible for the accuracy of the request and for providing all necessary documentation including receipts.

## 10.2 THE CLERK

- a. Notice  
The Clerk shall notify each Commissioner of any special or called meetings, not less than five (5) days in advance thereof, unless such an emergency arises that necessitates a shorter time period.
- b. Minutes  
The Clerk shall reduce the minutes of each of the Board of Commissioners' meeting to writing and attach a copy of each resolution considered and the vote thereon. The minutes shall be prepared and made available for public inspection. A copy of the minutes of the last meeting shall be forwarded to each Commissioner in the monthly resolution packets. Upon approval of the minutes at a subsequent meeting of the Board of Commissioners, the Clerk shall place the minutes so approved in a well-bound book to be permanently maintained and available for public inspection.
- c. Motions  
All motions made by Commissioners shall be reduced to writing by the Clerk.
- d. Resolutions  
A copy of all resolutions passed by the Board of Commissioners shall be submitted to the County Mayor within five (5) days after such passage for his consideration. (See also Section 6 of these Rules for further duties of the Clerk with respect to Resolutions.)

- e. Roll Call  
In all instances involving authorization to expend public funds, the Clerk shall call the roll for "yes" and "no" votes unless using the voting display board. In all instances where the roll call is called for any vote, the Clerk shall make such roll call and the vote of each member a part of the record of the meeting and include it in the official minutes.
- f. Change of Vote  
It shall be the duty of the Clerk, at the end of each roll call, to inquire of those Commissioners who passed or were absent when the roll was called if they desire to vote, also, if any Commissioner who has voted wishes to change his vote. Subsequently, the Clerk shall report to the Chairperson of the Board who shall announce the vote (Reference Rule 5.3).

10.3 SHERIFF

The Sheriff or a Deputy designated by him shall attend each meeting of the Board of Commissioners. That officer shall preserve order and carry out orders of the presiding officer of the Board of Commissioners.

10.4 COUNTY ATTORNEY

The County Attorney shall, as legal consultant, attend all meetings of the Board of Commissioners. It shall be the duty of that official to give his legal opinion on any subject where such guidance is requested by the Chairperson of the Board, County Mayor, or any Commissioner.

RULE 11  
REPEALING, AMENDING, OR SUSPENDING THE RULES

These Rules shall remain the Rules of Procedure and Regulations of Conduct for the Williamson County Board of County Commissioners until such time as the same are repealed or amended, which shall require a Two-Thirds Vote of the Board of Commissioners. After the selection of the Rules Committee at the July or September meeting of the Board of Commissioners each year, and before the November meeting of that same year, the Rules Committee shall review the Rules and shall recommend to the Board of Commissioners any needed changes. Such changes as are recommended by the Rules Committee at the regularly-scheduled October or November meeting shall require only a Majority Vote of the Board of Commissioners to be adopted at that meeting. In consideration of any particular matter, any and all of these Rules may not be suspended if there are two or more objections.

RULE 12  
MISCELLANEOUS

12.1 COMPLIANCE WITH STATE LAW

These Rules are intended to comply with the Laws of the State of Tennessee, and if any provision hereof is found to be in conflict thereof, or otherwise unenforceable, all other provisions shall be unaffected and shall remain in full force and affect.

12.2 GENDER

With regard to these Rules, the use of any gender shall apply to all genders, and all such genders may be used interchangeably to the extent the context so requires.

12.3 PARLIAMENTARY PROCEDURE

In the absence of a rule upon any subject not specifically provided for in these Rules, the Board of Commissioners will be governed by the latest copyrighted edition of Robert's Rules of Order.

PUBLIC CHAPTER NO. 138  
SENATE BILL NO. 551

By Lewis

Substituted for: House Bill No. 681

By Frensley, Rhinehart

AN ACT to amend Tennessee Code Annotated, Section 5-5-109, relative to the voting privileges of the Chairperson of the county legislative body.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 5-5-109, is amended by deleting subsection (b) in its entirety and substituting instead the following:

"(b) If the members of the county legislative body are equally divided upon any question coming before them upon which they may lawfully act, then and only then, a county Mayor serving as Chairperson may cast a deciding vote. If the person serving as Chairperson of the county legislative body is a regular member of the county legislative body, such person may not break a tie vote in the capacity of Chairperson, but may cast a vote in the first instance as a regular member of the body."

SECTION 2. This act shall take effect on July 1, 1983, the public welfare requiring it.

PASSED: April 11, 1983

SPEAKER OF THE SENATE

SPEAKER OF THE HOUSE OF  
REPRESENTATIVES

GOVERNOR

APPROVED:  
April 22, 1983

## **APPENDIX**

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## **POSITIONS – APPOINTED/ELECTED BY:**

Adjustment & Appeals Board – County Commission

Agriculture Committee – County Commission

Attorney – County Mayor

Audit Committee – Recommended by Steering Committee, approved by County Commission

Beer Board – County Commission

Budget Committee – County Mayor

Commission Chair – County Commission

Commission Chair Pro Tempore – County Commission

Convention & Visitors Bureau – County Commission w/one member by County Mayor

Director of Schools – Appointed by School Board

Delinquent Property Tax Sale Cmte. – Same members as Purchasing & Insurance Cmte. – Co. Mayor

Disciplinary Review Board – Appointed by Sheriff, subject to the approval of the county legislative body.

Economic Development Council – Members/representatives serve w/respectively held positions

Education Committee – Recommended by Steering Committee, approved by County Commission

Election Commission – State Election Commission

Emergency Communications District, Board of Directors – County Commission-5 members  
County Mayor – 2 members

Equalization Board – County Commission

Ethics Committee – Appointed by County Mayor, approved by County Commission

Finance (Investment) Committee – Recommended by Steering Committee, approved by County Commission

Health Board – County Commission

Highway Commission – County Commission

Highway Superintendent – Highway Commission

Historian – County Commission

Hospital Board of Trustees – County Commission

Human Resources – County Commission

Independent Audit Committee – County Commission

Industrial Development Board – 7 members – elected by governing body of municipality

Insurance (combined with Purchasing Committee as Purchasing & Insurance) – same members serve as  
Delinquent Property Tax Sale Committee – County Mayor

Law Enforcement/Public Safety Cmte. – Recommended by Steering Committee, approved by  
County Commission

**POSITIONS – APPOINTED/ELECTED BY (cont'd):**

Library Board of Trustees – Local – County Commission

Library Board of Trustees – Regional – eliminated by the State

Mayor – Elected

Medical Examiner – County Commission

Municipal Solid Waste Board – 4 members appointed by County Mayor and approved by County Commission; 1 City member approved by Mayor, approved by City Board

Parks & Recreation Committee – Recommended by Steering Committee, approved by County Commission

Planning Commission – Appointed by County Mayor, confirmed by County Commission

Property Committee – Recommended by Steering, approved by County Commission

Public Administrator, Guardian, & Trustee – County Commission

Public Building Authority – Appointed by County Mayor

Public Health Committee – recommended by Steering Committee, approved by County Commission

Public Records Commission – County Mayor, confirmed by County Commission

Purchasing Committee (combined with Insurance Committee as Purchasing & Insurance) – Same members serve as Delinquent Property Tax Sale Committee - County Mayor

Rules Committee – County Commission

School Board – Elected

School Superintendent – See Director of Schools

Sheriff – Elected

Sports Authority – Appointed by County Mayor

Storm Water Appeals Board – County Mayor

Steering Committee – County Commission

Tax Study Committee – Recommended by Steering Committee, approved by County Commission

Veterans Service Officer – County Commission

Water & Wastewater Authority – Appointed by County Mayor, approved by County Commission

Zoning Appeals Board – County Commission

Zoning Ordinance Revision Steering Committee – Established by Resolution No. 10-07-15

## **AUTHORIZATION OF BOARDS, COMMITTEES, & COUNTY OFFICES**

Adjustments & Appeals Board – Established in January, 1983, in accordance with the provisions of the Standard Building Codes, Section 111 (1-13), 1982 Edition. Composure of this board shall be: three (3) members of the building industry; one architect, and one engineer or general contractor. Each member shall serve a four (4) year term. The Board is appointed by the County Commission.

Agriculture Committee – Reference T.C.A. 49-50-104. The composure of this committee shall be three (3) members of the County Legislative Body and four (4) members who are not members of the County Legislative body, with two (2) of these members to be farmers and two (2) of these members to be farm women, residing in different civil districts. These members shall each be elected for a two (2) year term.

Attorney – T.C.A. 5-6-112 provides for the County Mayor to employ and/or retain counsel to advise him and the members of the County Legislative Body as to their legal rights as such members, to prepare and draft resolutions for passage by the body and to represent the County, either as plaintiff or defendant in such suits as may be brought by or against the County, except suits by the County to collect delinquent taxes, which counsel shall be entitled to a reasonable fee for his services and/or retention to be fixed by a majority vote of the members of the County Legislative Body at one of its regular sessions, to be paid out of the County General Fund.

Audit Committee – Reference T.C.A. 8-15-101 through 8-15-104.

Beer Board – Reference T.C.A. 57-5-104.

Brentwood Park Board – Reference Park Board.

Budget Committee – Reference T.C.A. 5-12-104.

Circuit Court Clerk – Reference T.C.A. 16-15-301.

Commission Chairperson – Reference T.C.A. 5-5-103.

Commission Chairperson Pro Tempore – Reference T.C.A. 5-5-103

Commission Meetings:

- a) Regular – Reference T.C.A. 5-5-104
- b) Special – Reference T.C.A. 5-5-105

Commission Members – Reference T.C.A. 5-5-102 (a) and (b) for the filling of vacancies of Commission members.

Commission Member Compensation – Reference T.C.A. 5-5-106 and Rule 9 of the Rules, Regulations & Procedures of the Williamson County Board of Commissioners.

Conflict of Interest – Reference T.C.A. 12-4-101, 12-4-102, 5-14-108, County Budgeting Law of 1957 and 1983 Public Chapter 388 (Senate Bill No. 490, House Bill No. 958).

Convention & Visitors Bureau – Established by Resolution 7-07-14 which disbanded the Tourism Committee.

County Clerk – Reference T.C.A. 18-6-101.

Delinquent Property Tax Sale Committee – Reference T.C.A. 67-5-2507. Res. No. 6-13-11 and 6-13-24. Members of Purchasing and Insurance Committee also comprise this committee.

Director of Schools – Reference T.C.A. 49-2-301 (d) and (e).

Disciplinary Review Board – Reference T.C.A. 41-2-111. Section 2 states that the Sheriff makes the appointments, subject to the approval of the county legislative body.

Economic Development Council – Approved by County Legislative Body June, 1990 (reference Resolution No. 6-90-17). Revenues derived from up to 30 percent of hotel/motel tax (Private Chapter No. 114 of the Private Acts of 1979).

Education Committee – Approved by the County Legislative Body in October, 1982, amended 1990.

Election Commission – Reference T.C.A. 2-12-101.

Emergency Communications District, Board of Directors – Created by the County Legislative Body March 1988, as per Resolution No. 3-88-7. Members serve for a term of four (4) years or until their successor is appointed. T.C.A. 7-86-105 (b)(1) outlines the appointment process: For districts created by a legislative body, the County Mayor shall appoint the members of the board of director's subject to confirmation by the county legislative body. When the County Mayor names an appointment to the Board, the county legislative body has ninety (90) days or until the conclusion of its next regularly scheduled meeting, whichever is later, to confirm or reject the appointment. If the legislative body does not act within this time period, the appointment shall take effect without confirmation.

The board has an advisory committee, established as per Resolution 3-88-8, composed of chiefs of the various emergency service agencies in the district.

Resolution 2-05-12, approved by the County Legislative Body February 2005, added a City of Franklin representative, bringing the number of directors to eight (8). The City of Franklin representative shall be appointed by the Williamson County Mayor and serve for a term of four (4) years, at which time a new Director will be appointed from within this newly created district.

Equalization Board – The Equalization Board is made up of five members in the manner as provided in *Tenn. Code Ann.* 67-1-401. Three members are elected by the County Legislative Body at its April session or if it does not meet in April, at the next regularly scheduled meeting of each even year, from the different sections of the county, for a term of two years. One member is elected by each of the legislative bodies of the two cities with the largest population class to serve a term of two years in conjunction with the three members appointed by the County. Alternate member appointment began in June 2020.

Ethics Committee – Established by Resolution 2-07-9 and Resolution 9-07-26. Appointed by Mayor, approved by County Commission. Additionally, via Resolution 9-07-26, Section 5 of the Model Ethics Policy under the Ethics Reform Act of 2006, the five-member County Ethics Committee is to receive and investigate complaints of violations of the policy and to refer matters to the appropriate person or agency for further action under existing laws, if appropriate. The committee consists of three county commissioners, one constitutional county officer (or another county commissioner if no official is willing to serve), and either one member of a board, committee, commission, or other instrumentality governed by the policy or another county commissioner, all appointed by the county mayor. The committee is to elect a chair and a secretary from among its members.

Executive – Reference T.C.A. 5-6-101 to 5-6-205, inclusive. Also reference Public Chapter 90, Acts of 2003 for Mayor.

Finance Committee – Reference T.C.A. 5-8-201 (also referred to as Investment Committee).

Health Board – T.C.A. 68-2-601 provides that the County Mayor and the County School Superintendent shall be members of this Board for the duration of their terms of elected offices, with other members to serve terms of four (4) years each and to be comprised as follows: two (2) graduate doctors, one (1) graduate dentist, one (1) graduate pharmacist, one (1) registered nurse; and a resolution approved by the County Legislative Body provides for the election of one (1) doctor of veterinary medicine and one (1) consumer representative.

Highway Commission – Reference Private Acts of 1937, Chapter No. 373, Section 4. Elected by the County Commission with one representative each from the Northeast, Northwest, Southwest, and Southeast sections of the County.

Highway Superintendent – Elected by the Highway Commission to serve a four (4) year term, as provided in the Williamson County Private Acts of 1937, Chapter 373, Section 4.

Historian – Appointed by the County Legislative Body, as provided in T.C.A. 5-18-101.

Hospital Board of Trustees – A nine (9) member board to be elected by the County Legislative Body, as provided by Chapter No. 107, House Bill No. 360, Private Acts of 1957. Per adoption of Resolution No. 5-19-38, all Board members are elected as at-large positions.

Human Resources Committee – Approved by County Commission by Resolution Nos. 11-95-30 and 11-21-17. The Human Resources Committee will be composed of six (6) commissioners. These six (6) Commissioners will be chosen from the 12 Legislative Districts for Williamson County in the following manner: one member of the Committee will be chosen from the 1st and 2nd districts; one member will be chosen from the 3rd and 4th districts; one member will be chosen from the 5th and 6th districts; one member will be chosen from the 7th and 8th districts; one member will be chosen from the 9th and 10th districts; one member will be chosen from the 11th and 12th districts.

The committee members will be chosen annually by the four (4) Commissioners in each of the paired districts. These four (4) members will serve on a rotating basis so that each of the Commissioners will serve at least once on the Human Resources Committee during his or her four (4) year term, unless prevented from doing so because of choice or incapacity.

Independent Audit Committee – Appointed by the Williamson County Board of Commissioners pursuant to Resolution No. 6-11-21. A three (3) member committee to be appointed for three (3) year terms, upon expiration of the initial appointments.  
(Additional reference information TCA 9-3-405).

Industrial Development Board – Reference T.C.A. 7-53-101 et seq. and Resolution 2-92-16. The corporation shall have a board of directors of not less than seven (T.C.A. 7-53-301), to be elected by the governing body of the municipality. The initial terms of offices shall be divided into three groups containing as near equal whole numbers as may be possible. The first term of the first group shall be two-years; the first term of the second group shall be four-years; and the first term in the third group shall be six years. Thereafter, the terms of all directors shall be six years.

Insurance Committee – Resolution No. 11-95-30, T.C.A. 8-27-502. Appointed by Steering Committee and approved by County Commission.

Investment Committee – Reference T.C.A. 5-8-201 (also referred to as Finance Committee).

Joint Recreation Commission – Abolished in accordance with Resolutions No. 2-95-19, 20, 21.

Law Enforcement & Public Safety Committee – Approved by the County Legislative Body in October, 1982.

Library Board of Trustees – Elected by the County Legislative Body to serve a three (3) year term, as provided in T.C.A. 10-3-103. Per Resolution No. 5-22-23, the Board of Commissioners increased membership from 7 to 9 members.

Mayor – Public Chapter 90, Acts of 2003. Also reference Executive.

Medical Examiner – Reference T.C.A. 38-7-104 and a resolution adopted by the County Legislative Body in July, 1984.

Municipal Solid Waste Board – Established in accordance with T.C.A.68-211-813 requiring the formation of municipal solid waste regions. Created in Williamson County in Resolution 10-92-7; County members appointed and terms established in Resolution 10-92-8; City representation and membership established in Resolution 5-93-19.

Parks & Recreation Committee – Established in accordance with Resolution No. 2-95-21.

Planning Commission – Established in accordance with T.C.A.13-3-101, Public Acts of 1935, Chapter No. 33 and a Resolution approved by the Legislative Body, April, 1947.

Property Assessor – Reference T.C.A. 67-1-502.

Property Committee – Approved by the County Legislative Body in October, 1982.

Public Administrator, Guardian, & Trustee – Elected by the County Legislative Body to serve a four (4) year term, in accordance with T.C.A. 30-1-401 and a resolution adopted in January, 1984.

Public Building Authority – Established in accordance with TCA 12-10-104 and Resolution No. 6-18-20; members shall serve without compensation except for reimbursement of expenses. Reference TCA 12-10-108 for Board of Directors Appointment.

Public Health Committee – Approved by the County Legislative Body in October, 1982, amended 1990.

Public Records Commission – Established in accordance with T.C.A. 10-7-401, and a Resolution adopted by the County Legislative Body in January, 1987. Members are to include a member of the County Legislative Body, County Clerk, Register of Deeds, a Genealogist, County Historian, and Judge of one of the Courts of Record. Terms of the members are to coincide with the terms of the individual positions.

Purchasing Committee – Established in accordance with T.C.A. 5-14-106.

Recreation Commission – As approved by the County Legislative Body March 17, 1980, amended in September, 1983, (Resolution No. 9-83-13) and amended November, 1989 (Reference Joint Recreation Commission.) Abolished in accordance with Resolutions #2-95-19, 20, 21.

Register of Deeds – Reference T.C.A. 66-24-101; 8-13-106; 8-13-107.

Rules Committee – Reference Rule 8.3(a) of the Rules, Regulations & Procedures of the Williamson County Board of Commissioners.

School Board – Reference T.C.A. 49-2-201.

School Superintendent – Reference Director of Schools

Sheriff – Election of, reference T.C.A. 2-3-202.

Sports Authority – Reference T.C.A 7-67 for establishment of a Sports Authority and in accordance with Resolution 3-16-20

Steering Committee – Reference Rules, Regulations & Procedures of the County Board of Commissioners, Rule 8.3(b).

Storm Water Appeals Board – In accordance with Tennessee Code Annotated Section 68-221-1106. Resolution No. 11-04-07 adopted and enacted Storm Water Management Regulations. Appointed by County Mayor.

Sunshine Law – Reference T.C.A. 8-44-102.

Tax Study Committee – Reference Rule 8.3 (e) of the Rules, Regulations & Procedures of the Williamson County Board of Commissioners.

Tourism Committee – Established in accordance with a resolution passed by the County Legislative Body in September, 1979, and updated in July, 1983. Disbanded by the Williamson County Commission in July, 2007 pursuant to Resolution No.7-07-14. (See Convention & Visitors Bureau)

Trustee – Reference T.C.A. 8-11-101.

Veterans Service Officer – Elected by the County Legislative Body for a two (2) year term, as provided in T.C.A. 58-3-111.

Water & Wastewater Authority – Appointed by the County Mayor and ratified by the County Commission (7/88) in accordance with the provisions of T.C.A. 68-221-602. Composure of the authority consists of one member of engineer, finance, commerce, law and industry, each to serve a five (5) year term. City of Franklin representative added September, 1990 in accordance with T.C.A. 68-221-605.

Zoning Appeals Board – Elected by the County Legislative Body for a five (5) year term, in accordance with T.C.A. 13-7-106.

Zoning Ordinance Revision Steering Committee – established by Resolution No. 10-07-15.

	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Adjustment &amp; Appeals Board</u>	4 yrs		
Kenneth Choate – Bldg. Industry		1/20	1/24
Josh Hughes – Architect		1/21	1/25
Glenn Adams – Engr		1/21	1/25
Ron Crutcher – Bldg. Industry		1/21	1/25
John Lee – Bldg. Industry		1/20	1/24
<u>Agriculture Committee</u>	2 yrs		
Matt Williams - Commissioner		10/22	10/24
Paul Webb – Commissioner		5/22	5/24
Reuben Buck – Farmer		2/22	2/24
Judy Herbert – Farm Woman		2/22	2/24
Devin Gilliam – Farmer		2/23	2/25
Amy Tavalin – Farm Woman		2/23	2/25
David Landrum – Commissioner		2/23	2/25
<u>Attorney</u>			
Buerger, Moseley, & Carson, PLC			
Kristi Dunlap Ransom, Atty. at Law			
<u>Beer Board</u>	3 yrs		
Dewey Garland – SW Section		11/20	11/23
Preston Kopf – NW Section		11/20	11/23
Charlie Fox, III – NE Section		11/21	11/24
Tommy Randolph – At Large		11/22	11/25
Tom Wilson – SE Section		11/19	11/22
<u>Circuit Court Clerk</u>	4 yrs		
Debbie McMillan Barrett		9/22	9/26
<u>Commission Chairperson</u>	1 yr		
Brian Beathard		9/22	9/23
<u>Commission Chairperson Pro Tem</u>	1 yr		
Matt Williams		9/22	9/23
<u>Convention &amp; Visitors Bureau (Mayors' Appointees)</u>	3 yrs		
Jennifer Mason		10/22	6/25
Judy Hayes		6/21	6/24
Matt Lahiff		6/20	6/23
Paul Webb		6/20	6/23
Steve Smith		6/20	6/23
<u>County Clerk</u>	4 yrs		
Jeff Whidby		9/22	9/26
<u>Director of Schools</u>	Appointment of School Board per contractual agreement		
Dr. Jason Golden			

\*Filling unexpired term



	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Disciplinary Review Board</u>	2 yrs		
Bryson Karaczewski		5/22	5/24
Chris Gray		5/22	5/24
Chad Youker		5/22	5/24
Sean Luther		5/22	5/24
Seth Obermeyer		3/23	3/25
Jasper Driskill		3/23	3/25
<u>Economic Development Council</u>	Duration of Elected Office		
Rogers Anderson, County Mayor			
Dr. Ken Moore, Mayor, City of Franklin			
Rhea Little, Mayor, City of Brentwood			
Debby Rainey, Mayor, City of Fairview			
Jim Hagaman, Mayor, City of Spring Hill			
Corey Napier, Mayor, Town of Thompson's Station			
Derek Adams, Mayor, Town of Nolensville			
Chris Jones, Volunteer Leader, WC/Franklin Chamber of Commerce			
Diane Ellis, Volunteer Leader, Fairview Chamber of Commerce			
Sandy Robinette, Volunteer Leader, Spring Hill Chamber of Commerce			
Bob Ring, Greenbelt Landowner	4 yrs	10/20	10/24
Gayle Moyer Harris		10/20	10/24
Travis Anderson		10/20	10/24
<u>Election Commission</u>	2 yrs		
Jonathan Duda, Chairman		4/23	4/25
Wanda Bruce Graham		4/23	4/25
Robert Brown		4/23	4/25
Donna Choate		4/23	4/25
Rod Williamson		4/23	4/25
<u>Emergency Communications District Board of Directors</u>	4 yrs		
Ken Brison	Districts 1 & 2	3/20	3/24
Jeff Graves	Districts 3 & 12	3/19	3/23
Presley Hughes	Districts 4 & 5	3/20	3/24
Allen Lovett	At Large	3/22	3/26
Robert A. Ring	Districts 8 & 9	3/23	3/27
Jeff Gray	Districts 10 & 11	3/23	3/27
John Allman	At Large	3/22	3/26
John Walsh*	City of Franklin Representative	5/23*	3/25
<u>Equalization Board</u>	2 yrs		
John Magyar – Brentwood		5/22	5/24
Gary Darnell		5/22	5/24
Tim McLaughlin		6/22	5/24
David L. Coleman		5/22	5/24
David Byrum – Alternate		6/22	5/24

	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Ethics Committee (Res. 2-07-9; 9-07-26)</u>	2 yrs		
Chas Morton, Co. Commissioner		10/22	9/24
Paul Webb, Co. Commissioner		10/22	9/24
Ricky Jones, Co. Commissioner		10/22	9/24
Brad Coleman, Constitutional Co. Officer		10/22	9/24
Jim Peterson		10/22	9/24
<u>Health Board</u>	4 yrs		
Rogers Anderson, County Mayor		Duration	
Director of Schools (His or her appointee)		Duration	
C. A. Stilwell, MD		4/22	4/26
J. Gary Owen, DDS		4/22	4/26
Charles Beauchamp, DVM		4/22	4/26
Sam Bastian, MD		4/22	4/26
Martin Myers, III D.Ph.		4/22	4/26
Rhonda Watson		4/22	4/26
Cyndy Howes, Consumer Representative		4/20	4/24
Catherine Montgomery, Health Department Director		Duration	
<u>Highway Commission</u>	2 yrs		
Wayne Davis – SW District		3/22	3/24
David Coleman– SE District		3/22	3/24
Stan Tyson – NW District		3/23	3/25
Charles Wilson – NE District		3/23	3/25
Rogers Anderson, County Mayor			
<u>Highway Superintendent</u>	4 yrs		
Eddie Hood		4/23	4/27
<u>Historian</u>			
Mr. Rick Warwick	Indefinite		
<u>Hospital Board of Trustees</u>	3 yrs		
Matt Williams (County Commissioner)		5/22	5/25
Jim Cross (At-Large)		5/22	5/25
David Landrum (County Commissioner)		5/22	5/25
Russell Little (At-Large)		5/20	5/23
Judy Herbert* (County Commissioner)		11/22*	5/23
Paul Webb* (County Commissioner)		11/22*	5/23
James “Bo” Butler (At-Large)		5/21	5/24
Brown Daniel (At-Large)		5/21	5/24
Kathy McGee (At-Large)		5/21	5/24
Paul Fleser, M.D. (Elected by Medical Staff)		5/23	5/26
Rogers Anderson (County Mayor)		Term as Mayor	
Samuel Bastian, M.D. (Past Chief of Staff)		Term of Chief of Staff	
Heather Rupe, D.O. (Chief of Staff, Ex-Officio Non-Voting)		Term of Office	
<u>Independent Audit Committee</u>			
Royce Rhea	3 yrs	6/21	6/24
Kerry Perkinson	3 yrs	6/22	6/25
Paul Bolin	3 yrs	6/20	6/23

\*Filling unexpired term

	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Industrial Development Board</u>	6 yrs		
Kurt Winstead		3/18	3/24
Vickie Manning		3/22	3/28
Dianne P. Ellis		3/20	3/26
Burgess Oliver		3/20	3/26
Dan Parsons		3/20	3/26
Danny Anderson		3/22	3/28
Gayle Moyer-Harris		3/22	3/28
<u>Juvenile Court Clerk</u>	4 yrs		
Margaret Gurley Mahew		9/22	9/26
<u>Library Board of Trustees</u>	3 yrs		
Amy Baggett		9/20	6/23
Delois Bratton		6/20	6/23
Denise Carothers		6/22	6/25
JeNan Merrill		6/21	6/24
Janine Moore		6/21	6/24
Rick Moody		6/22	6/25
Paul Webb		6/22	6/25
Terri Hood	expiration of initial 1 yr term, becomes 3 yr term	7/22	7/23
Gerald Suchomski	expiration of initial 2 yr term, becomes 3 yr term	7/22	7/24
<u>Mayor</u>	4 yrs		
Rogers Anderson		9/22	9/26
<u>Medical Examiner</u>	5 yrs		
Samuel A. Smith, M.D.		7/20	7/25
<u>Municipal Solid Waste Board</u>			
Judy Hayes	6 yrs	10/22	10/28
Robert Hullett	6 yrs	10/22	10/28
Ricky Jones	6 yrs	10/22	10/28
Victor Lay – City of Nolensville Appointee	6 yrs	10/18	10/24
Clyde Barnhill – City of Franklin Appointee	6 yrs	1/21	1/27
<u>Planning Commission</u>	4 yrs		
Don Crohan		3/20	3/24
Eddie Sanders		3/20	3/24
Bryan Richter		3/20	3/24
Rhonda S Rose		3/21	3/25
Jessica Lucyshyn		3/21	3/25
Keith McCord		3/21	3/25
Robin Baldree		3/22	3/26
Sammie McCoy		3/23	3/27
Lee Kennedy		5/23	3/27
Steve Lane		3/21	3/25
Sharon Hatcher		3/22	3/26
Brian Clifford, County Commissioner		9/22	9/26

\*Filling unexpired term

	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Property Assessor</u> Brad Coleman	4 yrs	9/20	9/24
<u>Public Administrator, Guardian &amp; Trustee</u> Russell Gill	4 yrs	1/20	1/24
<u>Public Building Authority</u>			
Joey Abney	6 yrs	1/19*	7/24
Brown Daniel	6 yrs	7/18	7/24
Glenn Adams	6 yrs	7/18	7/24
Stacey Downs	6 yrs	7/22	7/28
Matthew McQueen	6 yrs	7/22	7/28
Eric Baer	6 yrs	7/20	7/26
Ron Crutcher	6 yrs	7/20	7/26
<u>Public Records Commission</u>			
Betsy Hester – Co. Commissioner		9/10	Duration
Jeff Whidby - County Clerk		9/22	Duration
Sherry Anderson – Register of Deeds		9/18	Duration
David Eagen – Genealogist Rep.		1/20	Indefinite
Rick Warwick – Historian		1/17	Indefinite
Deanna Johnson – Court Representative		11/14	Duration
Ex-Officio Member – Bradley Boshers – Archivist			
<u>Register of Deeds</u> Sherry Anderson	4 yrs	9/22	9/26
<u>School Board</u>			
Angela Durham, Chairman	1 <sup>st</sup> District	9/20	9/24
Daniel Cash	2 <sup>nd</sup> District	9/22	9/26
Eliot Mitchell	3 <sup>rd</sup> District	9/20	9/24
Josh Brown	4 <sup>th</sup> District	9/22	9/26
Jennifer Aprea	5 <sup>th</sup> District	9/20	9/24
Jay Galbreath	6 <sup>th</sup> District	9/22	9/26
Sheila Cleveland	7 <sup>th</sup> District	9/20	9/24
Donna Clements	8 <sup>th</sup> District	9/22	9/26
Rick Wimberly	9 <sup>th</sup> District	9/20	9/24
Eric Welch	10 <sup>th</sup> District	9/22	9/26
KC Haugh	11 <sup>th</sup> District	9/20	9/24
Drason Beasley	12 <sup>th</sup> District	9/22	9/26
<u>Sheriff</u>			
Dusty Rhoades		9/22	9/26
<u>Sports Authority</u>			
Paul D. Jeter, Esq	6 yrs	6/20	6/26
Joe Fleenor	6 yrs		6/26
Steve Smith (rep CVB)	6 yrs	6/20	6/26
John Schroer	6 yrs	6/22	6/28
Sarah Hardee	6 yrs	6/22	6/28
Scott Speedy	6 yrs	6/22	6/28
Richard Herrington	6 yrs	11/17	6/24
Larry Westbrook	6 yrs	11/17	6/24
Stephen Smith	6 yrs	11/17	6/24

	<u>Term of Office</u>	<u>Elected</u>	<u>Expires</u>
<u>Storm Water Appeals Board</u>			
Betsy Hester – County Commissioner	Duration of Co. Cmsn. Term		9/26
Robert Adams Jr. – Building Contractor Rep.	3 yrs	1/21	1/24
Andrew Reese – Engineering Rep.	3 yrs	1/21	1/24
John Kinnie – Agriculture Rep.	3 yrs	1/21	1/24
Davis Lamb – Residential Comm. Dev. Rep.	3 yrs	1/23	1/26
Brad Hoot – Homeowners Association Rep.	3 yrs	1/23	1/26
Liz McLaurin – Environmental Rep.	3 yrs	1/23	1/26
<u>Trustee</u>			
Karen Paris	4 yrs	9/22	9/26
<u>Veterans Service Officer</u>			
Jeff Vaughn	2 yrs	6/22	6/24
<u>Water &amp; Wastewater Authority</u>			
John Lackey – Engineer	5 yrs	7/18	7/23
Garland Teague – Finance		7/21	7/26
Jerry Rainey – Commerce		7/20	7/25
Jim Peterson*		10/21*	7/24
Mike Delvzizis – Industry		7/22	7/27
Gabrielle Hanson – City of Franklin		9/22	9/27
<u>Zoning Appeals Board</u>			
David Parker*	5 yrs	5/23*	3/24
Matthew Roberts*		3/23*	3/25
Karen Emerson-McPeak		3/21	3/26
Andrew Ring		3/22	3/27
Don Crohan		3/23	3/28

\*Filling unexpired term

**DIRECTORY OF WILLIAMSON COUNTY ELECTED OFFICIALS AND DEPARTMENT HEADS**

Agricultural Exposition Park Director Kenny Wallace	4215 Long Lane Franklin, TN 37064	615-595-1227 615-790-5435 fax
Agricultural Extension Matt Horsman	4215 Long Lane - Suite 200 Franklin, TN 37064	615-790-5721 615-790-5606 fax
Animal Care Director Ondrea Johnson	138 Claude Yates Dr. Franklin, TN 37064	615-790-5590 615-591-8517 fax
Archives Director Bradley Boshers	P. O. Box 1006 611 Main St. Franklin, TN 37065	615-790-5462 615-595-1221 fax
Attorneys-Buerger, Moseley, & Carson  Attorney-Kristi Ransom	306 Public Square Franklin, TN 37064 3326 Aspen Grove Dr., Suite 310 Franklin, TN 37067	615-794-8850 615-224-8084 fax 615-224-8084
Benefits Director Gina Crawford	1320 West Main St., Ste.204 Franklin, TN 37064	615-595-1270
Board of Education Jason Golden-Director of Schools	1320 West Main St., Ste. 202 Franklin, TN 37064	615-472-4000 615-595-4941 fax
Budget Director Phoebe Reilly	1320 W. Main St., Ste. 130 Franklin, TN 37064	615-790-5703
Chief of Staff Diane Giddens	1320 W. Main-Suite 125 Franklin, TN 37064	615-790-5700 615-790-5818 fax
*Circuit Court Clerk Debbie McMillan Barrett	135 4 <sup>th</sup> Avenue South P.O. Box 682247 Franklin, TN 37064 Franklin 37068	615-790-5454 615-790-5432 fax
Clerk & Master Jakob Schwendimann	135 4 <sup>th</sup> Avenue South P.O. Box 1666 Franklin, TN 37064 Franklin 37065	615-790-5428 615-790-5626 fax
Community Development Director Joe Horne	1320 W. Main St., Ste. 400 Franklin, TN 37064	615-790-5725 615-591-8531 fax
*County Clerk Jeff Whidby	1320 W. Main St., Ste. 135 Franklin, TN 37064	615-790-5712 615-790-5610 fax
*County Mayor Rogers Anderson	1320 W. Main St., Ste. 125 Franklin, TN 37064	615-790-5700 615-790-5818 fax
*District Attorney Stacey Edmonson	P.O. Box 937 Franklin, TN 37065	615-794-7275 615-794-7299 fax
Drug Task Force Sam Livingston		615-790-2691
Election Registrar Chad Gray	405 Downs Blvd Franklin, TN 37064	615-790-5711 615-790-5617 fax
Emergency Communications Director Kristy Borden	304 Beasley Drive Franklin, TN 37064	615-790-5757 615-790-5619 fax
Emergency Management Director Todd Horton	304 Beasley Drive Franklin, TN 37064	615-790-5752 615-790-5490 fax
Engineer Floyd Heflin	1320 W. Main St., Ste. 400 Franklin, TN 37064	615-790-5809 615-591-8531 fax
Health Department Director Cathy Montgomery	1324 W. Main St. Franklin, TN 37064	615-794-1542 615-790-5967 fax
Highway Department Superintendent Eddie Hood	302 Beasley Drive Franklin, TN 37064	615-790-5596 615-794-1963 fax
Hospital Administrator Phil Mazzuca	P.O. Box 681600 Franklin, TN 37068-1600	615-435-5151
Human Resources Director Clair Cochran	1320 W. Main St., Ste. 112 Franklin, TN 37064	615-591-5822

Information Technology Director David Thomas	1320 W. Main St., Ste. 311 Franklin, TN 37064	615-790-5468 615-595-1264 fax
Jail Administrator Capt. Carole Esteban	408 Century Court Franklin, TN 37064	615-790-5572 615-790-5627 fax
Judges: *Chancery & Circuit Courts Jim Martin Joe Woodruff Michael Binkley Deanna Johnson *General Sessions/Juvenile Court Denise Andre Tom Taylor	135 4 <sup>th</sup> Avenue South Franklin, TN 37064 Assistant- <a href="mailto:Karen.Card@tncourts.gov">Karen.Card@tncourts.gov</a> Assistant- <a href="mailto:Cathy.Barton@tncourts.gov">Cathy.Barton@tncourts.gov</a> Assistant- <a href="mailto:Deborah.Rubenstein@tncourts.gov">Deborah.Rubenstein@tncourts.gov</a> Assistant- <a href="mailto:Stacy.Green@tncourts.gov">Stacy.Green@tncourts.gov</a>  Assistant- <a href="mailto:Trisha.Isbell@tncourts.gov">Trisha.Isbell@tncourts.gov</a> Assistant- <a href="mailto:Gail.Saylor@tncourts.gov">Gail.Saylor@tncourts.gov</a>	615-790-5426 615-790-5455 615-790-5837 fax 615-790-5449 615-599-4014 615-599-4013 615-790-5454 615-790-5455 615-790-5405
*Juvenile Judge Sharon Guffee *Juvenile Court Clerk Margaret Gurley Mahew Director, Juvenile Services Zannie Martin	408 Century Court Franklin, TN 37064   615-790-5812	615-790-5814 615-790-5812 615-790-5437 fax
Library Director Jessica Jeffers	1314 Columbia Avenue Franklin, TN 37064	615-794-3105
Medical Examiner Samuel A. Smith	5301 Virginia Way, Suite 320 Brentwood, TN 37027	615-221-4500
Parks and Recreation Department Director Gordon Hampton	1120 Hillsboro Rd. Franklin, TN 37064	615-790-5719 615-591-8524 Incl. Weather
Planner Mike Matteson	1320 W. Main St., Ste. 400 Franklin, TN 37064	615-790-5749
*Property Assessor Brad Coleman	1320 W. Main St., Ste.300 Franklin, TN 37064	615-790-5708 615-790-5760 fax
Property Manager Kevin Benson	1320 W. Main St., Ste. 103 Franklin, TN 37064	615-790-5704
Public Safety Director Bill Jorgensen	304 Beasley Drive Franklin, TN 37064	615-790-5757
Purchasing Director Leslie Mitchell	1320 W. Main St., Ste. 125 Franklin, TN 37064	615-790-5868
Recycling Coordinator/Williamson Recycles Jennifer Gosciniak	420 Century Court Franklin, TN 37064	615-790-5848 615-790-5899 fax
*Register of Deeds Sherry Anderson	1320 W. Main St., Ste. 201 Franklin, TN 37064	615-790-5706 615-790-5459 fax
Risk Management Director Wayne Franklin	1320 W. Main St., Ste.108 Franklin, TN 37064	615-790-5466
Sewage Disposal Director Joe Horne	1320 W. Main St., Ste. 411 Franklin, TN 37064	615-790-5751
*Sheriff Dusty Rhoades (Vickie x5604)	408 Century Court Franklin, TN 37064	615-790-5560 615-790-5627 fax
Mike Shoffner District Conservationist (USDA)	144 SE Parkway, Ste. 210 Franklin, TN 37064	615-595-9978
Solid Waste Director Mac Nolen	5750 Pinewood Road Franklin, TN 37064	615-790-0742
*Trustee Karen Paris	1320 W. Main St., Ste.203 P.O. Box 648 Franklin, TN 37064 Franklin 37065	615-790-5709 615-790-5710 fax
*Veterans Services Officer Jeff Vaughn	1320 W. Main St., Ste. 102 Franklin, TN 37064	615-790-5623

\*Elected officials Shared\addresses\Directory Addresses.docx

## 2022-23 Committee Schedule

### STATUTORY COMMITTEES

#### Budget Committee (Appointed by Mayor)

(1<sup>st</sup> Monday - 4:30 pm)

Judy Herbert, **Chair**  
Meghan Guffee  
Erin Nations  
Matt Williams  
Rogers Anderson, County Mayor

#### Purchasing & Insurance Committee (Appointed by Mayor)

(4<sup>th</sup> Tuesday - 4:30 p.m.)

Paul Webb, **Chair**  
David Landrum, **VC**  
Tom Tunncliffe  
Brian Clifford  
Rogers Anderson, County Mayor

#### Investment Committee

(As Needed)

Rogers Anderson, Co. Mayor & Chair  
Karen Paris, Trustee  
Jeff Graves  
Greg Sanford  
Drew Torres

#### Audit Committee

(As Needed)

Ricky Jones  
Gregg Lawrence  
Sean Aiello

#### Ethics (Appointed by Mayor)

(As Needed)

Jim Peterson  
Chas Morton  
Brad Coleman  
Paul Webb  
Ricky Jones  
Ron Crutcher

### STANDING COMMITTEES - (Steering Committee changes the members each year in September)

#### Law Enforcement/Public Safety Committee

(3<sup>rd</sup> Wednesday - 5:30pm)

Barb Sturgeon, **Chair**  
Greg Sanford, **VC**  
Jeff Graves  
Gregg Lawrence  
Lisa Lenox  
Tom Tunncliffe  
Sean Aiello

#### Property Committee

(4<sup>th</sup> Wednesday - 5:30pm)

David Landrum, **Chair**  
Steve Smith, **VC**  
Betsy Hester  
Pete Stresser  
Christopher Richards

#### Education Committee

(4<sup>th</sup> Monday - 5:30pm)

Ricky Jones, **Chair**  
Tom Tunncliffe, **VC**  
Mary Smith  
Chas Morton  
Betsy Hester  
Drew Torres  
Steve Smith

#### Tax Study Committee

(3<sup>rd</sup> Tuesday - 5:30pm)

Jennifer Mason, **Chair**  
Paul Webb, **VC**  
Mary Smith  
David Landrum  
Barb Sturgeon

#### Public Health Committee

(1<sup>st</sup> Thursday - 5:30pm)

Chas Morton, **Chair**  
Brian Clifford, **VC**  
Jennifer Mason  
Paul Webb  
Pete Stresser  
Lisa Hayes Lenox  
Christopher Richards

### ROTATING COMMITTEES - (Changes every year. Each Commissioner will be on one Committee per year for 4 years)

#### Steering

(As Needed)

Tom Tunncliffe, **Chair**  
Matt Williams, **VC**  
Erin Nations  
Ricky Jones  
Gregg Lawrence  
Sean Aiello

#### Rules

(As Needed)

Paul Webb, **Chair**  
Betsy Hester, **VC**  
Jennifer Mason  
Meghan Guffee  
Brian Beathard  
Drew Torres

#### Human Resources

(3<sup>rd</sup> Monday - 5:30 pm)

Jeffrey Graves, **Chair**  
Steve Smith, **VC**  
Lisa Hayes Lenox  
Chas Morton  
Mary Smith  
Christopher Richards

#### Parks & Recreation

(1<sup>st</sup> Tuesday - 5:30 pm)

Pete Stresser, **Chair**  
Brian Clifford, **VC**  
Judy Herbert  
David Landrum  
Greg Sanford  
Barb Sturgeon



**TENNESSEE CODE ANNOTATED**  
**PERSONAL INTEREST OF OFFICERS PROHIBITED**

12-4-101. Personal interest of officers prohibited. It shall not be lawful for any officer, committeemen, director or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend, any work or any contract in which any municipal corporation, county, state, development districts, utility districts, human resource agencies, and other political subdivisions created by statute shall or may be interested in, to be directly or indirectly interested in any such contract.

(c)(1) Any member of a local governing body of a county or a municipality who is also an employee of such county or municipality may vote on matters in which he has a conflict of interest if the member informs the governing body immediately prior to the vote as follows: "Because I am an employee of (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents."

12-4-102. Penalty for unlawful interest. Should any person, acting as such officer, committeeman, director, or other person referred to in S 12-4-101, be or become directly or indirectly interested in any such contract, he shall forfeit all pay and compensation therefor. Such officer shall be dismissed from such office he then occupies, and be ineligible for the same or a similar position for ten (10) years.

Additional References:

- a) 1983 Public Chapter 388 (Senate Bill No. 490, House Bill No. 958)
- b) 1957 Budgeting Laws
- c) Tennessee Code Annotated 5-14-108

**PERSONS WHO MAY SOLEMNIZE MARRIAGES**  
**T.C.A. 36-3-301**

36-3-301. Persons who may solemnize marriages:

(a)(1) All regular ministers, preachers, pastors, priests, rabbis and other spiritual leaders of every religious belief, more than eighteen (18) years of age, having the care of souls, and all members of the county legislative bodies, county mayors, judges, chancellors, former chancellors and former judges of this state, former county executives or county mayors of this state, former members of quarterly county courts or county commissions, the governor, the speaker of the senate and former speakers of the senate, the speaker of the house of representatives and former speakers of the house of representatives, members and former members of the general assembly who have filed notice, law enforcement chaplains duly appointed by the heads of authorized state and local law enforcement agencies, members of the legislative body of any municipality in this state, the county clerk of each county, former county clerks of this state who occupied the office of county clerk on or after July 1, 2014, notaries public, and the mayor of any municipality in this state may solemnize the rite of matrimony. For the purposes of this section, the several judges of the United States courts, including United States magistrates, United States bankruptcy judges, and federal administrative law judges, who are citizens of Tennessee are deemed to be judges of this state. The amendments to this section by chapter 336 of the Public Acts of 1987, which applied provisions of this section to certain former judges, do not apply to any judge who has been convicted of a felony or who has been removed from office.

(b) The traditional marriage rite of the Religious Society of Friends (Quakers), whereby the parties simply pledge their vows one to another in the presence of the congregation, shall constitute an equally effective solemnization.

(c) Any gratuity received by a county mayor, county clerk, members of the county legislative body, or municipal mayor for the solemnization of a marriage, whether performed during or after such person's regular working hours, shall be retained by such person as personal remuneration for such services, in addition to any other sources of compensation such person might receive, and such gratuity shall not be paid into the county general fund or the treasury of such municipality.

(i) All elected officials and former officials, who are authorized to solemnize the rite of matrimony pursuant to subsection (a), may solemnize the rite of matrimony in any county of this state.

## SAMPLE MARRIAGE CEREMONY

(Couple stands, man on right, woman on left, with two witnesses)

Dearly Beloved, we are gathered together here in the sight of God and in the presence of these witnesses, to join together this Man and this Woman in Holy Matrimony. If any man can show just cause why they may not lawfully be joined together, let him now speak, or else hereafter forever hold his peace.

SPEAKING TO THE COUPLE: I require and charge you both that, if either of you know any reason why you may not be lawfully joined together in Matrimony, you do now confess it, for if any persons are joined together otherwise than as God's Work doth allow, their marriage is not lawful.

WOULD YOU PLEASE JOIN RIGHT HANDS.

TO MAN: Do you, \_\_\_\_\_, have this woman whose hand you now hold to be your lawful wedded wife; and do you promise to provide for her, protect her, and to forsake all others and be true to her, so long as you both shall live?

MAN ANSWERS: I do.

TO WOMAN: Do You, \_\_\_\_\_, have this man whose hand you now hold to be your lawful wedded husband; and do you promise to provide for him, to protect him, and to forsake all others and be true to him, so long as you both shall live?

WOMAN ANSWERS: I do.

(The man is asked to place the ring on the woman's fourth finger and repeat after you:)

This ring I give thee, in token and pledge, of our constant faith and abiding love.

(If the woman has a ring for the man, she is asked to place it on his finger, and repeat the same wording after you.)

FOR AS MUCH AS \_\_\_\_\_ and \_\_\_\_\_ have consented together in holy wedlock, and have witnessed the same before God and these witnesses, by the authority committed unto me as Commissioner of Williamson County, I declare that you are husband and wife.

**WILLIAMSON COUNTY FIRE DEPARTMENTS & EMERGENCY SERVICES**

**Arrington Fire Department - Station #19**

4792 Murfreesboro Rd  
PO Box 96  
Arrington, TN 37014

Brad Kessler (Chief)  
Cell: 615-351-6303  
bkessler@arringtonfire.org  
Station: (615) 395-4147

**Fairview Fire Department - Station #31**

- 1) 1325 Hwy 96 N  
Fairview, TN 37062 (615) 799-0307
- 2) 7131 Bowie Lake Road  
Fairview, TN 37062

**Nolensville Fire Department - Station #16**

7347 Nolensville Rd  
PO Box 98  
Nolensville, TN 37135

Mark Hall (Chief)  
(615) 714-9934  
mhinsea@yahoo.com  
Station: (615) 776-5050

**Williamson Fire & Rescue**

- 1) 4950 Harpeth-Peytonsville Road – **Station #28**  
Thompson’s Station, TN 37179  
Cell: (615) 830-3802  
Station: (615) 790-5621
- 2) College Grove, TN 37046 – **Station #18**  
6600 Depot Street  
P.O. Box 127  
(615) 368-7200
- 3) 4911 Bethesda Rd - **Station #17**  
PO box 214  
Thompson's Station, TN 37179  
(615) 794-1179
- 4) 6997 Giles Hill Road - **Station #15**  
College Grove, TN 37046

**Williamson County Rescue Squad**

- 1) 508 W. Main Street - **Station #14**  
Franklin, Tennessee 37064  
Bob Galoppi (Chief)  
(615) 790-5821
- 2) 5404 Pinewood Road - **Station #21**  
Franklin, TN 37064  
(615) 794-1114
- 3) 1493 Sneed Road West - **Station #22**  
Franklin, TN 37069  
(615) 661-5624
- 4) 1515 T. Station Road West - **Station #23**  
Thompsons Station, TN 37179  
(615) 794-0137

**Brentwood Fire Department**

- 1) 5211 Maryland Way - **Station #1**  
Brentwood, TN  
Chief Brian Goss  
(615) 371-0170
- 2) 1301 Wilson Pike - **Station #2**  
Brentwood, TN
- 3) 1750 General George Patton - **Station #3**  
Brentwood, TN
- 4) 1300 Sunset Road - **Station #4**  
Brentwood, TN

**Franklin Fire Department**

- 1) 500 New Hwy 96 W – **Station #1**  
Franklin, TN 37064  
(615) 791-3209
- 2) 907 Murfreesboro Road - **Station #2**  
Franklin, TN 37064
- 3) 298 Mallory Station Road - **Station #3**  
Franklin, TN 37064
- 4) 2039 Fieldstone Pkwy - **Station #4**  
Franklin, TN 37069
- 5) 215 Noah Drive - **Station #5**  
Franklin, TN 37064
- 6) 1061 Cool Springs Blvd. - **Station #6**  
Franklin, TN 37067
- 7) 1972 John Fitzgerald Way - **Station #7**  
Franklin, TN 37064

Chief Glenn Johnson (615) 550-6753  
Fire Marshall: Andy King (615) 550-6752  
EMS Officer: Sarah Glenn  
Fire Inspector: Wayne Mobley

(615) 791-3275

(615) 791-3229

(615) 791-3292

(615) 591-5635

(615) 550-6899

**Spring Hill Fire Department**

- 1) 440 Beechcroft Road - **Station #1**  
Spring Hill, TN 37174
- 2) 4273 Port Royal Rd - **Station #2**  
Spring Hill, TN 37174
- 3) 4000 Campbell Station Parkway - **Station #3**  
Spring Hill, TN 37174

Acting Chief Kevin Glenn - (615) 302-3462

(931) 486-2808

(615) 302-3462

**WATER UTILITY DISTRICTS**  
T.C.A., Appointment, 7-82-307

**H.B. & T.S. UTILITY DISTRICT**

505 Downs Boulevard, Franklin, TN 37064		615-794-7796
Manager	Cody Lovett	615-794-7796
President	Charles Bond	615-794-3027
Vice-President	Roy Fox	615-591-0877
Secretary	Eddie Sanders	
Engineer	James C. Hailey & Co.	615-883-4933

**HARPETH VALLEY UTILITY DISTRICT**

5838 River Road P. O. Box 210319, Nashville, TN 37221-0319		615-352-7076
Manager	John Brown	615-804-1656
Assistant Manager	Jay Tant	615-804-8175
President	Bernard Kwas	615-673-6519
Vice President	David Tucker	615-646-3660
Secretary	Wayne Erickson	615-585-2398
Attorney	Marshall Albritton	615-480-0765
Attorney	Robert Parker	615-554-5908

**HORTON HIGHWAY UTILITY DISTRICT**

P. O. Box 85, Chapel Hill, TN 37034		931-364-2283
Manager	Mark Curtis	
President	Terry Greene	931-274-6816
Vice-President	Ron McDowell	615-368-7320
Treasurer	Hugo Lopez	931-364-7707
Engineer	Robert Stegal	
Attorney	Cecelia Spivy	615-359-7555

**MALLORY VALLEY UTILITY DISTRICT 465 Duke Dr., Fr. 37067**

P. O. Box 936, Franklin, TN 37065		628-0237
Manager	Jenny Clarke	628-0245
President of Board	Ron Coker	628-0237
Vice-President	William Boger	628-0237
Secretary/Treasurer	Dan Coley	628-0237
Engineer	Hethcoat & Davis, Inc.	577-4300
Field Supervisor	Eddie Hartley	628-0247

**MILCROFTON UTILITY DISTRICT**

6333 Arno Road, Franklin, TN 37064		794-5947
Manager	Mike Jones	794-5947
Assistant Manager		794-5947
President & Chairperson	Danny Cotton	794-7481
Vice President	Carl Scott, Sr.	395-4354
Secretary/Treasurer	Dr. Paul Vaden	794-5947
Attorney	Branstetter, Stranch & Jennings	254-8801

**NOLENSVILLE/COLLEGE GROVE UTILITY DISTRICT**

P. O. Box 127, 2002 Johnson Industrial Blvd., Nolensville, TN 37135		776-2511
Manager	Mike Polston	776-6658
President & Chairperson	Paul Campbell	776-2857
Vice-President	Robert Whittemore	
Secretary/Treasurer	Charles Strasser	
Engineer	Joel Spalding	367-0113
Attorney	Michael Wall	254-8801

## **MUNICIPAL WATER DEPARTMENTS**

### **BRENTWOOD WATER DEPARTMENT**

Chris Milton, Manager  
P. O. Box 788  
Brentwood, TN 37024  
615-371-0080

### **FAIRVIEW WATER DEPARTMENT**

Water Authority of Dickson County  
101 Cowan Road  
Dickson, TN 37055  
1-866-441-9232  
615-441-4188  
615-441-9511 (after hours emergency)

### **FRANKLIN WATER DEPARTMENT**

Michelle Hatcher, Water Management Director  
P. O. Box 305  
Franklin, TN 37065  
615-794-4554

### **SPRING HILL WATER DEPARTMENT**

Donna Younger  
199 Town Center Pkwy  
P.O. Box 789  
Spring Hill, TN 37174  
931-486-2252 (City Hall)

## BOARD OF HEALTH

Rogers Anderson, County Mayor & Chairman  
1320 West Main Street, Suite 125  
Franklin, TN 37064  
615-790-5700

**TERM EXPIRES:**  
Duration of  
Elected Office

Charles Beauchamp, D.V.M.  
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April 2026

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April 2026

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April 2026

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Franklin, TN 37064  
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April 2026

Tina Hamblen  
1320 West Main Street, Suite 200  
Franklin, TN 37064  
615-472-4089

Duration of  
Appointment

Catherine Montgomery, Director  
Health Department  
1324 West Main Street  
Franklin, TN 37064  
615-794-1542  
[Catherine.montgomery@tn.gov](mailto:Catherine.montgomery@tn.gov)

Duration of  
Appointment



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