

RESOLUTION NO 22- 609

RESOLUTION ESTABLISHING MOUNT CARMEL PUBLIC OUTREACH COMMITTEE

WHEREAS, The Board of Mayor and Aldermen find that a Public Outreach Committee is needed for developing and maintaining relations with the Mount Carmel community

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN of the Town of Mount Carmel, Tennessee, that a committee, the membership of which shall be appointed by the Mayor, shall be formed to carry out the planning and implementation of any event once funding is approved by the Board of Mayor and Alderman. Said Committee shall be named Public Outreach Committee. The Committee shall be comprised of five members, composed of two aldermen, two citizens, and a representative from a local merchant. Committee members shall serve a term of two years beginning January 1st on the year of appointment. Bylaws shall be established and upheld.

Be it Resolved the 26 day of May, 2022



Pat Stilwell, Mayor

Attest:



Emily Wood, City Recorder

BYLAWS OF THE
Mount Carmel Public Outreach Committee

ARTICLE 1. NAME

The name of the committee shall be named the Mount Carmel Public Outreach Committee.

ARTICLE 2. FOCUS AND DUTIES

- (A) The Public Outreach Committee is responsible for developing and maintaining relations with the Mount Carmel community in ways such as hosting and partaking in community events as well as participating in various community service and philanthropy projects throughout the year.
- (B) The Public Outreach Committee is the community volunteer arm of the Mount Carmel Board of Mayor and Alderman. The authority of the committee will be to provide recommendations to the Board of Mayor and Alderman. The committee will also be tasked with the implementing of any event once funding is approved by the Board of Mayor and Alderman.
- (C) The committee is expected to make regular and continuing efforts to inform and solicit input and participation from diverse elements of the community.
- (D) All committee expenditures must be approved in advance by the Board of Mayor and Alderman or allocated by Budget. The City Manager will direct necessary work to be completed by city staff.
- (E) If the Committee plans to solicit donations on the city's behalf, a written policy must be in place outlining the methods and conditions of such solicitations.

(F) The Outreach Committee takes direction from the Board of Mayor and Alderman and presents recommendations to the Board. Once approved by the Board of Mayor and Alderman, the Committee is responsible for implementing the details of the policies and directives set for it by the Board of Mayor and Alderman.

ARTICLE 3. MEMBERSHIP.

(A) The committee is composed of (5) Five members appointed by the Mayor, and all members serve at the pleasure of the Mayor.

(B) The committee will be composed of two Alderman, two citizens, and a representative from a local merchant.

(C) Committee members serve for a term of Two years beginning January 1st on the year of appointment.

(D) An individual committee member may not act in an official capacity except through the action of the committee, with approval from the Board of Mayor and Alderman.

(E) A committee member who is absent for three consecutive regular meetings or one-third of all regular meetings in a “rolling” twelve month timeframe automatically vacates the member’s position

(F) At each meeting, each committee member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.

(G) A member who seeks to resign from the Committee shall submit a written resignation to the chair of the Committee or the Mayor. If possible, the resignation should allow for a thirty day notice so the Mayor can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the Committee shall consist of a chair, vice-chair, and secretary.
- (B) Officers shall be elected by a majority vote of the Committee at the first regular meeting after January 1st. In the event a current officer becomes ineligible to serve as an officer, the Committee will elect a replacement officer at the next scheduled meeting.
- (C) The term of office shall be two years, beginning January 1st and ending December 31st . An officer may continue to serve until a successor is elected.
- (D) No sitting member of the Mount Carmel Board of Mayor and Alderman will be allowed to chair the committee, or act as an officer.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at Committee meetings, represent the Committee at ceremonial functions and approve each final meeting agenda. It is the responsibility of the Chair to assign duties to the Committee members in order to implement these policies and directives.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) The secretary shall be the recording officer of the committee and shall keep a complete and accurate record of the committee meetings. They shall promptly file a duplicate copy of such

record of each meeting with the Committee Chairperson. The Secretary shall also maintain a complete and accurate record of the committee membership, and shall file a duplicate copy of the membership list with the committee Chairperson.

ARTICLE 6. AGENDAS.

(A) Two or more Committee members may place an item on the agenda by oral or written request to the chair at least five days before the meeting.

(B) Publicizing the agenda must comply with Tennessee Open Meetings Law and the Open Records Act.

ARTICLE 7. MEETINGS.

(A) The Committee meetings shall comply with Tennessee Open Meetings Law and the Open Records Law

(B) Committee meetings shall be governed by Robert's Rules of Order.

(C) The Committee shall meet quarterly. In July of each year, the Committee shall adopt a schedule of the meetings for the upcoming year. (The meeting schedule must be filed with the City Manager to be published and approved by the Board of Mayor and Alderman.

(E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A Committee may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to

comply with a statutory deadline. IE planning and exaction of a preplanned event approved by the Board of Mayor and Alderman.

(F) Four members constitute a quorum.

(G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting will not be held.

(H) To be effective, a Committee action must be adopted by: (i) an affirmative vote of the number of members necessary to provide a quorum.

(I) The chair has the same voting privilege as any other member.

(J) The Committee shall allow citizens to address the Committee on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

(K) The Committee Secretary shall prepare the committee minutes. The minutes of each committee meeting must include the vote of each member on each item before the Committee and indicate whether a member is absent or failed to vote on an item.

(L) The city recorder shall retain agendas, approved minutes, review reports and bylaws.

These documents are public records under Tennessee Open Records Act

ARTICLE 8. CONFLICT OF INTEREST

(A) Committee members may not in their private capacity negotiate, bid for, or enter into a contract with the Town of Mount Carmel in which they have a direct or indirect financial interest.

(B) A Committee member shall withdraw from Committee discussion, deliberation, and vote on any matter in which the Committee member, an immediate family member, or an organization with which the Committee member is associated has a substantial financial interest.

(C) A Committee member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the committee in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the committee may adopt..

ARTICLE 10. AMENDMENT OF BYLAWS.

These bylaws, once adopted, may be altered or amended by the Board of Mayor and Alderman.

A bylaw amendment is not effective unless approved by the Board of Mayor and Alderman.

The bylaws were approved by the Mount Carmel Board of Mayor and Alderman at their meeting

held on May 26, 2022

Pat Stilwell
Mayor



Emily Wood
City Recorder