

**BY-LAWS
OF THE
WALDEN MUNICIPAL PANNING COMMISSION**

ARTICLE I

Objective

The objectives and purposes of the Walden Municipal Planning Commission shall be set forth in Sections 13-4-101 through 13-4-309 of the Tennessee Code Annotated, and amendments and supplements thereto and also those powers and duties delegated to the Planning Commission by the Walden Board of Mayor and Alderman in accordance with the above-mentioned law.

ARTICLE II

Membership and Terms

- Section 1. The membership of the Walden Municipal Planning Commission shall be seven (7) members as appointed and with terms as prescribed in the Walden municipal code Section 14-103.

ARTICLE III

Officers and Their Duties

- Section 1. The officers of the Planning Commission shall consist of a Chair, Vice-Chair, and a Secretary.
- Section 2. The Chair shall preside at all meetings and hearings of the Planning Commission and have the duties normally conferred by parliamentary usage of officers.
- Section 3. The Chair shall be one of the appointive members of the Planning Commission. The Chair shall have the privilege of discussing all matters before the Planning Commission and to vote thereon.
- Section 4. The Vice-Chair shall be one of the appointive members and shall act for the Chair in his/her absence.
- Section 5. The Secretary shall see that the following is done: The minutes and records of the Planning Commission are kept, the agenda of regular and special meetings are prepared with the Chair and staff, notice of meetings is provided to the Planning Commission members, proper and legal notice of hearings is arranged, and correspondence of the Commission and such other duties as are normally carried out by the Secretary are attended.

ARTICLE IV

Election of Officers

- Section 1. Nomination of officers shall be made from the floor and officers shall be elected at the annual organization meeting which shall be held in January each year. Said organizational meeting shall be presided over by the Planning Commission's professional staff advisor or other city staff.
- Section 2. The candidate for each office receiving a majority vote of the entire membership of the Planning Commission shall be declared elected.
- Section 3. All officers shall be elected for a term of one (1) year and all officers shall be eligible to succeed themselves.
- Section 4. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

ARTICLE V

Meetings

- Section 1. Meetings shall be held on the fourth Thursday of each month at 5:30 P.M. at the Walden Town Hall or a place designated by the Chair of the Planning Commission.
- Section 2. A majority of the membership of the Planning Commission, four members, shall constitute a quorum. A quorum shall be present before any formal business is transacted.
- Section 3. All plans, e.g., comprehensive plan, road plan, etc., reports and recommendations of the Planning Commission must be approved by at least three members.
- Section 4. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a meeting when requested to do so by a majority of the members of the Planning Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission.
- Section 5. All meetings at which official action is taken shall be open to the general public.

ARTICLE VI

Order of Business

The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Consideration of the Minutes
5. Communication from Chair and Commissioners
6. Hearing of persons having business with the Commission
(no decision or vote taken)
7. Unfinished Business
8. New Business
9. Adjournment

ARTICLE VII

Rules of Order

- Section 1. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE VIII

Agenda

- Section 1. The Planning Staff or other designated official shall prepare for each meeting an agenda specifying the order in which items of business shall be heard before the Planning Commission.
- Section 2. All items including subdivision plats, site plans, and re-zoning requests shall be submitted to Town Hall a minimum of thirty (30) calendar days before the scheduled meeting date, or by the deadline required in the Town of Walden Zoning Ordinance, Subdivision Regulations, or Municipal Code.
- Section 3. Planning Staff shall distribute the agenda to each commissioner a minimum of seven (7) calendar days prior to the scheduled meeting.

ARTICLE IX

Public Comments, Public Hearings and Applicant Presentation

- Section 1. In addition to those required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.
- Section 2. Notice of such hearings shall be published in a newspaper of general circulation within the Town of Walden and Hamilton County at least seven (7) calendar days, or longer if specifically required, prior to the date of such public hearing.
- Section 3. The Chair of the Commission or its professional staff shall present the case before the Commission in summary and parties in interest shall have a privilege of the floor, following the guidelines set forth in these By-Laws.
- Section 4. Guidelines for Public Comments or Public Hearings for Individuals
1. The Planning Commission may allow Public Comments on any items on the agenda. Public Comments on these items may be opened and closed by the Chair, without a vote of the Planning Commission.
 2. Prior to speaking during Public Comments or Public Hearings, individuals should complete a Public Comment Card.
 3. Comments should be limited to three (3) minutes per individual. At the discretion of the Chair, and under limited circumstances, the time may be extended for due cause.
 4. Individuals wishing to speak shall come to the podium at the front of the room, face the Planning Commission, identify themselves by name and home address, and whether or not they are residents of Walden, and make comments related to the agenda item.
 5. The Chair may limit those Public Comments that are irrelevant or repetitive in nature.
 6. If the speaker poses any questions during his/her comments, it will be within the Chair's discretion to seek answers to those questions following the close of the Public Comments or Public Hearing.
 7. State law for certain items, for example, amendments to the subdivision regulations, requires Public Hearings. During statutorily required Public Hearings, after presentation of the item by the planning staff and the proponent, the Chair shall open the public hearing in order to allow individuals to speak. After those individuals wishing to speak at the Public Hearing have done so, on a motion and vote, the Public Hearing shall be closed.
 8. The Planning Commission may also allow Public Comments on items not on the agenda. Public Comments on these items may be opened and closed by the Chair, without a vote of the Planning Commission.
- Section 5. Guidelines for Applicant Presentation.
- Applicants shall be allotted twenty (20) minutes to present their request to the Planning Commission after the staff presentation and the Public

Comment. At the discretion of the Chair, and under limited circumstances, the time may be extended for due cause. All applicant representatives speak or are represented during the allotted time. Applicants shall be allowed to present illustrative plans or other exhibits during the allotted time; however, electronic media (PowerPoints, commercials, videos, etc.) must be provided to and reviewed by the Planning Commission Staff forty-eight (48) hours prior to the Planning Commission meeting.

Section 6. Guidelines for Written Public Comment.
Written comments may be submitted to Walden Town Hall or via email to the Town Administrator or designated staff. Written comments must be received no less than three (3) calendar days prior to the meeting at 12 PM (noon) to ensure distribution to all Commissioners. The Chair or staff member may either summarize or read the written comments at the meeting during the relevant agenda topic, at the discretion of the Chair.

Section 7. A record shall be kept of those speaking before the Commission.

ARTICLE X

Committees

Section 1. Special committees may be appointed by the Chair for purposes and terms which the Planning Commission approves.

ARTICLE XI

Employees

Section 1. When authorized to do so by the Walden Board of Mayor and Alderman, the Planning Commission may appoint such employees and staff as it may deem necessary for its work and may contract with city planners and other consultants for such services as it may require.

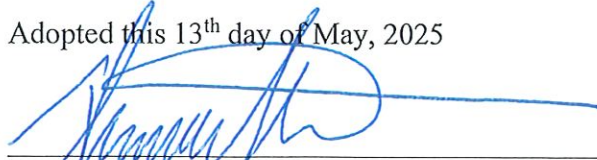
Section 2. The expenditures of the Commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the Town of Walden.

ARTICLE XII

Amendments

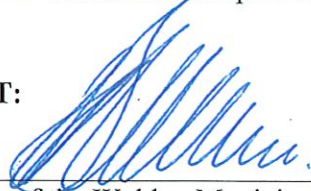
Section 1. These by-laws may be amended by a majority vote of the entire membership of the Commission.

Adopted this 13th day of May, 2025



Chair of the Walden Municipal Planning Commission

ATTEST:



Secretary of the Walden Municipal Planning Commission