

# State of Tennessee



Tennessee Highway Officials Certification Board  
312 Rosa L. Parks Avenue, 7<sup>th</sup> Floor  
Nashville, Tennessee 37243-1102

Abby Sutton Carver  
Chairman

615-741-7956  
Abby.Sutton@tn.gov

## **Tennessee Highway Officials Certification Board**

### **Meeting Procedural Guidelines**

#### **1. Definitions**

- a. “Board member(s)” is defined as a member of the Tennessee Highway Officials Certification Board that is appointed in accordance with T.C.A. § 54-7-104.
- b. “Chairman” is defined as the board member appointed by the secretary of state pursuant to T.C.A. § 54-7-104. The chairman presides over the meeting, prepares meeting agendas, and distributes board materials prior to the meeting.
- c. “Applicant” is defined as any candidate for the chief administrative office of a county highway department who is seeking certification pursuant to T.C.A. § 54-7-104 by the board for election or appointment.

#### **2. Quorum**

- a. A quorum is required in order for the board to conduct business.
- b. The board must have a minimum of three (3) board members physically present in order to meet quorum.
- c. If any board members participate by phone, the meeting will be conducted in accordance with T.C.A. § 8-44-108.
- d. The board will strive to conduct all meetings in person. However, if necessary, the board may call a telephonic meeting in accordance with T.C.A. § 8-44-108.

#### **3. Agenda**

- a. Meeting agendas are prepared by the chairman of the board.
- b. The chairman will strive to distribute the agenda to the board and post the agenda online at least seven (7) days before a meeting.
- c. The chairman will notify the board if the agenda will not be distributed in a timely manner.
- d. Any applicants who submit documentation to the board by the appropriate deadlines set out in T.C.A. § 54-7-104 and the board’s guidelines will be placed on the next appropriate agenda.

#### **4. Motions**

- a. Board members can make the following motions:
  - i. Motion to bring an applicant before the board.
    1. In order for an applicant to be heard before the board, a board member must make a motion.

2. Applicants will be presented before the board in order of the agenda unless otherwise requested by a board member.
- ii. Motion to vote on an applicant.
  1. Board members can make a motion to end discussion on an applicant and vote on the applicant.
  2. When making a motion to vote, the board member must state which type of vote or action they are seeking (see below).
  3. A motion to vote ends all discussion on an applicant.
  4. A motion can also be made to vote on multiple applicants at one time. Board members must specify which applicants on the agenda they are voting on.
- iii. Motion to approve or deny other board business.
  1. Motions can be made by board members to approve or deny other board business.
  2. Examples of other board business include: approval of previous meeting minutes, changes to the guidelines, changes to the application, etc.
- iv. Motion to reconsider a previously denied applicant.
  1. If a denied applicant submits new information to the board, the chairman will place the applicant on the next appropriate agenda.
  2. Only a board member who voted to deny the applicant when the applicant was previously considered by the board may make a motion to reconsider. Any member may second the motion.
  3. A majority vote is required to reconsider the applicant.
- b. All motions must be seconded by another board member.

## **5. Board Actions & Votes**

- a. Actions on Applicants
  - i. Board members may vote to make the following actions on an applicant:
    1. Approve
      - a. Approval of an applicant means the applicant is approved by the board for certification. The applicant will be issued a certificate pursuant to T.C.A § 54-7-104(b).
      - b. The board may also provisionally approve an applicant if the application is somehow technically deficient (e.g., it contains an expired engineering license, lacks a high school diploma, etc.), but the board would like to approve otherwise. Upon receipt of the appropriate documentation to correct the error, the applicant will be approved. If the documentation is not provided, the applicant will be placed on the next meeting agenda and discussed by the board.
    2. Defer
      - a. Deferral may occur if the board does not have sufficient documentation to reach a decision. The board may request

documentation from the applicant in order to make its decision. Once the additional documentation has been received, the applicant will be placed on the appropriate meeting agenda.

3. Deny

- a. Denial of an applicant means that an applicant was not approved for certification by the board to be placed on the ballot pursuant to T.C.A. § 54-7-104. An applicant may provide additional documentation and be reconsidered by the board if the additional documentation is provided by the deadlines set out in T.C.A. §54-7-104 and the board's guidelines.
- ii. Applicants and other board business must be approved by at least three (3) board members.
- iii. If an item before the board does not receive the necessary amount of votes to pass, discussion may continue until another motion is made to vote. The board may also vote to defer on a decision until the next meeting.
- iv. Rules regarding voice votes by the board:
  1. Voice votes on applicants may be taken only if all members are physically present at a meeting.
  2. If all members are present and a voice vote is being taken, a member may make a motion to request a roll call vote. That motion must be seconded by another board member.
  3. If the chairman is unable to determine an outcome by a voice vote, the chairman may request a roll call vote. That request need not be seconded by another board member.
  4. If a member disagrees with the chairman's decision regarding a voice vote, a member may move to challenge and request a roll call vote be taken. That motion must be seconded by another board member.
- v. If any members participate by phone, a roll call vote will be taken pursuant to T.C.A. § 8-44-108(c)(5).
- b. If another agenda item requires action by the board (such as approval of meeting minutes, etc.) a board member may make the appropriate motion and vote accordingly.
- c. Once board business has concluded, the chairman shall declare the meeting adjourned.

**6. Other**

- a. Situations that arise outside of these procedural guidelines will default to Robert's Rules of Order.
- b. Changes to the procedural guidelines must be voted on and approved by a majority of the board.