

STANDING RULES
OF
THE METROPOLITAN TRAFFIC AND PARKING COMMISSION
(revised February 13, 2023)

- I. The Commission shall meet on the second Monday of each month, or at the call of the Chair.
- II. The following shall be the order of business:
 - a. Call to order by the Chair (or the Vice Chair in the absence of the Chair).
 - b. Approval of Agenda and other Executive Business.
 - c. Approval of the Minutes of the previous meeting.
 - d. Approval of Consent agenda.
 - e. Regular Agenda.
 - f. Unfinished Business
 - g. New Business
 - h. Other Items
 - i. Adjournment.
- III. The Chair may from time to time appoint such Committees as within his or her discretion the circumstances require.
- IV. Five (5) members of the Commission shall constitute a quorum. A quorum shall be required to conduct official business. Only four (4) members are required to hold public hearings, read communications, or hear Committee reports.
- V. The Secretary (NDOT) shall keep a separate file of all resolutions adopted by the Commission.
- VI. No action of the Commission may be rescinded except by a three-fourths (3/4) vote of the full membership of the Commission.
- VII. At least seven (7) days prior to each meeting of the Commission, the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) shall develop an agenda setting forth the date, time, location, order of business and matters to be considered by the Commission. Not less than seven (7) days prior to the meeting date of the Commission, NDOT shall forward the agenda to the Metropolitan Department of Information Technology Services so that the agenda may be posted on the nashville.gov website calendar as well as made available to all newspapers of general circulation in Davidson County. In the event of an emergency matter requiring the immediate attention of the Commission after the closing date of the agenda, on motion duly seconded the Commission may vote to amend the agenda and hear the emergency matter as appropriate.
- VIII. Requests to appear before the Commission for a Public Hearing or for action on a specific agenda item are to be received no later than four (4) weeks prior to the meeting for that item to appear on the next agenda. Items that require Commission staff (NDOT) to initiate a detailed review/study will be identified and the requester notified of the estimated time of completion. All requesters will be notified seven (7) days in advance of their item(s) included on the Commission's agenda.
- IX. At all public hearings held by the Commission, the Chair shall have the authority to limit the number of persons allowed to speak on an issue and to limit such speakers' time.

- X. Commission can choose to make an immediate ruling on matters considered at public hearings or defer rulings to the next regular meeting of the Commission, after consideration of staff recommendations.
- XI. Once an appeal has been acted on by the Commission, there shall be a waiting period of six months before a citizen or Councilmember is allowed to present the same appeal at the same location. This does not rule out the possibility of the Commission choosing to reconsider a vote under the normal parliamentary procedures.
- XII. None of the Standing Rules of Order shall be amended or repealed except by affirmative vote of two thirds (2/3) of the members of the Commission. In the consideration of any particular matter, any or all of the Rules may be suspended by the unanimous consent of those present.
- XIII. No Commission member shall call any meeting of Commission employees without first obtaining approval of the Chair.
- XIV. All members of the Commission shall adhere to the Metropolitan Government Standards of Conduct Chapter 2.222.020. If a member believes he or she has a conflict of interest on a matter to be voted on, the member shall make the Chair aware and abstain from voting.
- XV. The Director of Law shall furnish to the Commission one of his or her assistants to attend Commission meetings to advise on the matters of law, where necessary.
- XVI. An election shall be held annually, in November, to elect a Chair and a Vice-Chair for the Commission.
- XVII. In the absence of a Rule upon any subject not specifically provided for in these Rules, the Commission will be governed by Robert's Revised Rules of Order.

NOTES ON THE STANDING RULES

1. Original set of Standing Rules filed with the Metropolitan Clerk in October 1966.
2. Annual elections adopted by the Commission beginning in November 1985.
3. 6-month waiting period for resubmitting an appeal, once it has been acted on, adopted by the Commission in May 1998.
4. 21-day deadline for appeals adopted by the Commission in June 2001, to take effect August 1, 2001.
5. Revised Section IX to change agenda closing date from 7 to 10 days, in compliance with Council Ordinance BL2004-245, adopted by the Commission in November 2004.
6. Consolidated revision of Standing Rules prepared and presented to Commission in December 2004 as follows:
 - a. Items 2, 3 and 4 were incorporated, and some Rules were renumbered to improve the logical sequence.
 - b. In Section 1, "Monday night" was changed to "Monday" to reflect the current schedule of the Commission meetings.
 - c. Section 2 (Order of Business) was revised to reflect the current practice of the Commission.
 - d. Editorial changes were made throughout the Rules to remove gender-specific terms.
7. Consolidated revision of Standing Rules prepared and presented to Commission in February 2023 as follows:
 - a. Revised order of business.
 - b. Clarified the Commission Secretary as NDOT
 - c. Revised the time required to submit agenda items and the time NDOT staff may need to review.
 - d. Clarified the Commission ruling procedure on Public Hearing items.
 - e. Removed antiquated sections of the Standing Rules.
 - f. Revised agenda closing date from 10 to 7 days.
 - g. Added Metro Standards of Conduct and a procedure on how to abstain from voting when a member has a conflict of interest.