

**BYLAWS  
OF THE  
CITY BEER BOARD**

**ARTICLE I  
AUTHORITY AND OBJECTIVE**

- SECTION 1. The Official Municipal Code of the City of Jackson, TN, Title 8, Chapter 2, Section 8-201, creates and establishes for the City of Jackson a board to be known as the “Beer Board”.
- SECTION 2. It shall be the duty and responsibility of the City Beer Permit Board to regulate, establish policy and procedure for the issuance of permits to sell, store for sale, manufacture, transportation of and possession of beer within this municipality. These Bylaws are adopted under the authority set forth under Title 8, Chapter 2, Section 2-203, “...the board shall keep a record of its proceedings.” The specific duties and responsibilities of the Beer Board, along with its rules and regulations, can be found in the Municipal Code of the City of Jackson, TN, Title 8, Chapter 2.

**ARTICLE II  
MEMBERS**

- SECTION 1. The City Beer Board shall consist of three (3) members, which shall be appointive members designated by the Mayor and ratified by the City Council;
- The City Council Secretary shall be an Ex-Officio member and will not be included in the number of members.
- SECTION 2. The terms of the appointive members shall be one (1) year from the date of appointment. Any appointive member vacancy on the board shall be filled by appointment of the mayor for the unexpired term. Members of this board shall serve without compensation.

**ARTICLE III  
OFFICERS**

- SECTION 1. The officers of the City Beer Board shall consist of:
- A **Chairman** shall preside at all meetings and hearings of the board with all duties and powers normally conferred by parliamentary usage on such officer. He/She shall have the power to call special meetings, and perform such other duties as may be ordered by the board; he/she shall have the privilege of discussing all matters before the board and to vote thereon.
- A **Vice-chairman** shall preside at all meetings in the absence of the Chairman and shall act for the Chairman in case of his/her inability to act.
- A **Secretary**: The City Council Secretary shall be Ex-Officio Secretary for the board. He/She shall keep the minutes and records of the board; prepare the agenda of regular and special meetings, arrange proper and legal notice of hearings, attend to correspondence of the board and other duties as prescribed by the board.

**ARTICLE IV  
MEETINGS & VOTING**

- SECTION 1. Regular monthly meeting of the beer board shall be held with time and date place on the City of Jackson official website at least five (5) days before the meeting is to be held. The board may adjourn a meeting at any time to another time and place.

SECTION 2. Special meetings, when necessary may be called by the Chairman. The notice of the special meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the members of the board in attendance. The Chairman, through the secretary, shall notify all members of the board not less than three (3) days in advance of such special meeting.

SECTION 3. The secretary shall make a record of the proceedings of all meetings of the beer board. The record shall be public record and shall contain at least the following: the date of each meeting; the names of the board members present and absent; the names of the members introducing and seconding the motions and resolutions before the board; a copy of each such motion or resolution presented; vote count; and the provisions of each beer permit issued to the board.

SECTION 3. A majority of the entire membership shall constitute a quorum. A quorum shall be present before any business is transacted. All plans, reports and recommendations of the board must be approved by a majority of all members present. Failure of the board to approve any plan, report or recommendation by a majority of those member's present shall be deemed a denial of said plan, report or recommendation. A record of the vote of each member on each major question shall be kept as a part of the minutes.

SECTION 4. All regular meetings shall be open to the general public.

SECTION 5 The order of business at regular monthly meetings shall be:

- a. Roll Call/Determination of a Quorum
- b. Approval of Minutes of Previous Meeting
- c. Business Items
- d. Other Business properly presented
- e. Adjournment

SECTION 6. Action on any agenda item shall, unless otherwise provided, be acted upon at the conclusion of discussion on same.

#### **ARTICLE V** **COMMITTEES**

SECTION 1. An Executive Board consisting of the Chairman, Vice-chairman and the Mayor may review any major staffing or administrative procedure that may arise.

SECTION 2. Special committees may be appointed by the Chairman for purposes and terms which the board approves.

#### **ARTICLE VI** **EMPLOYEES**

SECTION 1. The board may recommend to the City Council the appointment of such employees and professional staff as it may deem necessary for its work and may contract with other consultants for such services as it may require subject to approval of the legislative body.

#### **ARTICLE VII** **AMENDMENT**

These Bylaws may be amended at a regular meeting by a majority vote of the entire membership of the board after the amendment having been proposed at the previous regular meeting. Each member shall receive a copy of the proposed amendment at or immediately following the meeting at which the proposal is presented.