



SEVIER COUNTY BOARD OF COMMISSIONERS

RULES REGULATING THE PROCEDURE OF THE SEVIER COUNTY BOARD OF COMMISSIONERS

Rule 1. Term of the Board and Convening the Board

The Term of the Board shall be September 1 through August 31.

The Board shall meet at the County Courthouse at 6:00 PM on the third Monday of each month, except for June when the regular meeting shall meet on the fourth Monday of the month at 6:00 PM. Should any prescribed meeting date fall on a legal holiday or if an emergency should arise, the Board shall meet at a time determined by the Chair. Notifying the members of the regular 6:00 PM meeting shall be left to the discretion of the Chair and Clerk.

In August or September, the Chair may present the Steering Committee with a calendar of the proposed meetings of the Board for the term beginning September 1.

The Chair may cancel a meeting at the concurrence of the Steering Committee.

Rule 2. Quorum

A quorum for the transaction of business shall be a majority of the Commissioners of the Board. Vacancies shall not be included in determining the memberships of the Board.

Rule 3. Agenda

The agenda of each meeting will include the following items as needed per the Steering Committee:

- Call to Order
- Roll Call
- General Consent Calendar
- Budget Consent Calendar
- Special Recognitions and Memorials
- Public Comment on Agenda Items
- Public Hearing
- Elections, Appointments, and Confirmations
- Unfinished Business
- New Business
- Other Business
- Public Comment on Non-Agenda Items
- Adjournment

Items on the Agenda

A. Committee Recommendation

Except as otherwise provided by law or these Rules, any resolution, motion, proclamation, or other matter requiring action by the Sevier County Board of Commissioners will first be presented by a Commissioner, Chair, and/or County Mayor to the standing or special committee having jurisdiction over the subject matter. If the resolution, motion, proclamation, or other matter is determined to cost additional funds above and beyond the current budgeted amounts where the cost is determined to be classified, the matter must also be presented to the Budget and Finance Committee for funding approval once approved by the committee with jurisdiction. If the funding is approved by the Budget and Finance Committee, the item will be placed on the agenda as a stand-alone item and/or as a Budget Amendment.

Any standing or special committee of the Board of Commissioners may recommend a matter for consideration by the full Board. Upon approval by a majority of the committee members present and voting, the committee shall recommend the matter for placement on the agenda of the next appropriate meeting of the Board of Commissioners.

A matter considered by a committee but not receiving a favorable recommendation shall not be placed on the proposed agenda through that committee unless:

Any standing or special committee of the Board of Commissioners may recommend a matter for consideration by the full Board while providing an unfavorable recommendation or no recommendation. This places the matter on the agenda but with a note of "Unfavorable Recommendation" or "No Recommendation" indicating the committee wished for the entire Board to consider the matter but the committee is not recommending passage or the committee wished to simply bring the matter to a full vote of the Board.

B. Preparation of the Proposed Agenda

The Steering Committee shall review matters recommended by the committees of the Board and shall approve the final proposed agenda. Items noted above that have been properly approved by the committee of jurisdiction for inclusion on the agenda, and, if applicable, the Budget and Finance Committee, must be included on the proposed agenda.

In preparing the proposed agenda, the Steering Committee may organize, schedule, defer, or refer matters as necessary for the orderly conduct of the business of the Board, subject to applicable law and these Rules.

Approval of a matter for inclusion on the proposed agenda shall not constitute approval of the substance of the matter by the Steering Committee or the Board of Commissioners unless specifically stated.

C. Adoption of the Agenda by the Board of Commissioners

The proposed agenda recommended by the Steering Committee shall be presented to the Board of Commissioners as part of the General Consent Calendar.

Approval of the General Consent Calendar shall constitute adoption of the agenda for that meeting, unless the Setting of the Agenda is removed from the General Consent Calendar for

separate consideration.

Once adopted, the agenda shall constitute the official order of business for the meeting, subject only to amendment as provided by these Rules and applicable law.

D. Addition of Items at the Commission Meeting

A matter not included on the proposed agenda recommended by the Steering Committee shall not be added to the agenda on the night of the meeting except through the following procedure:

- 1) A member of the Board of Commissioners must request that the Setting of the Agenda be removed from the General Consent Calendar for separate consideration.
- 2) When the Setting of the Agenda is before the Board, a member of the Board may move to amend the proposed agenda by adding a specific item of business.
- 3) The motion to add the item to the agenda must receive the affirmative vote of a majority of the members present and voting, unless a greater vote is required by law or these Rules.
- 4) Upon approval of the amendment, the item shall become part of the agenda for that meeting.
- 5) The Board shall thereafter vote upon adoption of the agenda, as amended.

No matter may be added to the agenda merely by announcement, request of a department or official, or request from the public. Addition of an item on the night of the meeting shall require action of the Board as provided in this subsection.

E. Matters Not Requiring Prior Committee Recommendation

Nothing in the Rule shall prevent the Board from considering a matter without prior committee recommendation when:

- 1) Consideration is required by state or federal law;
- 2) Action is necessary to meet a statutory, contractual, or other legally established deadline;
- 3) The matter involved an emergency or other time-sensitive circumstance requiring action before the next regular committee cycle;
- 4) The matter is otherwise authorized to be placed directly before the Board by law or these Rules; or
- 5) The Board, by the vote required under subsection D, adds the matter to its agenda.

F. Authority of the Board

The agenda recommended by the Steering Committee is a proposed agenda until adopted by the Board of Commissioners. Nothing in these Rules shall be construed to limit the ultimate authority of the Sevier County Board of Commissioners to determine the business it will consider at a duly called meeting, consistent with Tennessee law, applicable public notice requirements, and these Rules.

G. Agenda Software

The Board of Commissioners will utilize Govenda as the primary agenda and related matters software to organize and officially communicate the agenda to the Board.

H. Board of Commissioners Agenda Timeframe

- Board of Commissioners Agenda: The proposed agenda for a regular meeting of the Board shall be published on Govenda at noon on the Tuesday prior to the Board of Commissioners Meeting. For Special Called Meetings, the proposed agenda shall be published on Govenda five (5) days prior to the meeting.
- Board of Commissioners Full Packet: The proposed full packet including any resolutions, motions, proclamations, or other matters shall be published on Govenda by the close of business on the Wednesday prior to the Board of Commissioners Meeting. For Special Called Meetings, the proposed full packet including any resolutions, motions, proclamations, or other matters shall be published on Govenda five (5) days prior to the meeting.

Items added after the proposed agenda is approved by the Steering Committee per Rule 3 will be available at the Board of Commissioners Meeting.

Notice of Regular and Special Called Board Meetings to the public will be made in conjunction with Tennessee Code Annotated.

I. Consent Calendar

Non-controversial routine agenda items may be bundled under the General Consent Calendar on the agenda. Budget appropriations, decreases, and grant applications may be bundled under the Budget Consent Calendar provided they do not approve an expenditure of public funds in excess of \$250,000. Any such budget item may not be included on the Budget Consent Calendar unless all members of the Budget and Finance Committee who were present during an item's consideration at the Budget and Finance Committee Meeting voted unanimously for the recommendation to place the item on the agenda.

Items can be removed from either of the consent calendars on the request of any one member at any time prior to the beginning of voting on the respective consent calendar. Any items removed from either consent calendar will be placed at the end of New Business on the agenda, except if the item removed was the proposed agenda which would then be placed before the consideration of the General Consent Calendar, or if removed during the consideration of the General Consent Calendar, will be placed as the next item for consideration. Items removed will not be returned to the consent calendar without unanimous consent from the members present.

Items not removed from either consent calendars may be adopted by one vote of the Board for each calendar.

Rule 4. General

A. Who May Address the Board

It is a Commissioner's right to address the Chair and the Board at any appropriate time after proper recognition by the Chair.

B. Gaining the Floor

In all cases, the Commissioner who shall address the Chair shall be entitled to speak first, but when

two (2) or more Commissioners shall address the Chair at the same time, the Chair shall name the Commissioner who can speak first.

C. Speaking

When any Commissioner is about to speak in a debate, discussion, or deliver any address on any matter whatsoever to the Board, the Commissioner shall respectfully address the Chair and shall, after being recognized by the Chair; proceed with the intended remarks strictly to the question under debate and avoiding all personal attacks.

D. Consent to Yield

While a Commissioner is speaking, they shall not be interrupted, except for a question by another Commissioner. If the speaker declines to yield to the floor for a question, then they shall not be interrupted but shall yield to questions at the end of the presentation. The Chair may call the Commissioners out of order if the Chair determines they violate these rules.

E. Appeal on Ruling

Any Commissioner may appeal to the Board for the Chair's ruling. A two-thirds (2/3) majority vote of the Commissioners present shall overrule the Chair.

F. Recording of Meeting

Individuals attending meetings with recording devices (audio, video, cameras, or otherwise) that are not associated with accredited media or hired by the Commission must remain in a designated area. Individuals with recording devices will not be allowed to move about the meeting room in a disruptive manner. No equipment or signage of any nature shall be permitted in the meeting room that obstructs the view of individuals or otherwise causes disruption. The Chair shall have the discretion to enforce this section of the rules.

G. Public Comment on Agenda Items

Those individuals wishing to comment on specific agenda items shall be allowed to do so if they inform the Sevier County Mayor's Office by 4:30 p.m. on the day of the meeting of their desire to address the Board. The individuals also must identify the agenda items to be addressed. The individual addressing the Board shall be given three (3) minutes to speak and must stay on the agenda item. The Chair is responsible for ensuring that the person addressing the Board on the agenda item must remain on topic. The individual who gets off topic may be called out of order by the Chair.

H. Public Comment on Non-Agenda Items

Any individual wishing to address the Board on items not on the agenda must submit a request in writing to the County Mayor's Office by 4:30 PM five (5) days before the meeting. The individual must state the subject that is to be addressed. Individuals may request to address the Board on any item under other business on the agenda. The Chair is to ensure that the individual's comments are made civilly and respectfully and on the subject. The comments shall not last more than three (3) minutes. The Board has the right to deny any address by any individual by a majority

vote. The decision to deny an address is final for that meeting. The Chair may rule any speakers out of order for disrespectful or uncivil behavior.

I. Special Speaking Approval: No Individual Request to Speak on Agenda Item

Without previously requesting permission to speak on an agenda item, an individual may speak on an agenda item at the request of at least two (2) Commissioners. After the recommendation by two (2) Commissioners, during a meeting, the Chair shall recognize the individual to speak. The individual shall then have three (3) minutes to discuss the agenda item.

J. No Standing Requests

Individuals must request to speak for each meeting and cannot have a standing request.

K. Audience in Order

The audience at a meeting shall be in order at all times.

L. Removal from Meeting

Any individual called out of order more than two (2) times during a meeting may be removed from that meeting at the Chair's request or a vote by a majority of the Commission.

M. Organization Decorum

Commissioners and members will not be allowed to attack officials or other individuals verbally and may be ruled out of order by the Chair. Any question by Commissioners concerning the conduct of a County Department will be referred to the appropriate committee by the Chair. The committee then may deliberate on the issue and report back to the Board if a majority of the committee votes to issue a report.

N. Commissioner Decorum

Commissioners must be respectful and civil to all other Commissioners, officials, and the audience. A Commissioner who becomes unruly at a meeting may be called out of order because of their behavior.

O. Sergeant-at-Arms

The Chair, with the concurrence of the Steering Committee, may appoint a Sergeant-at-Arms to maintain order during meetings.

Rule 5. Motions

A. Introductions and Debate

Motions may only be made by Commissioners. No motion shall be debated until the same is seconded and so stated by the Chair.

B. Motions in Writing

When a motion is made and seconded, it shall be reduced to writing by the Clerk and read by the Chair before any debate or vote.

C. Requiring Roll Call

Motions shall be put to the Board for electronic voting by the Chair provided; however, the Chair has the discretion to call for a roll call by voice vote, if necessary.

Rule 6: Resolutions and Proclamations

Part 1: Resolutions

A. Introduction

A Commissioner or the Chair can propose a resolution. See Rule 3 for process.

B. Roll Call Vote

Resolutions shall be put to the Board for electronic voting by the Clerk. The Chair can call for a roll call vote by voice, if necessary.

C. Changing of a Vote

A Commissioner may change their vote before the results of a roll call are announced by the Clerk. It shall be the duty of the Clerk, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote and if anyone who has voted wishes to change their vote. Then, the results shall be announced by the Clerk.

D. Successful Resolution

All successful resolutions shall be submitted to the Chair for signature and attested by the Clerk's signature. (The resolution shall then be submitted to the County Mayor within five (5) days of its passage for consideration in the event the Chair and County Mayor are not the same person).

Part 2: Proclamations by Commission

A. Introduction

A commissioner may submit a *Request for Proclamation* for a proclamation by the Board of Commissioners to the Executive Clerk for drafting no later than twenty-one (21) days prior to the Board of Commissioners Meeting that the proclamation will be considered.

Proclamations may contain sponsors, including listing the original sponsor who requested the Proclamation. Commissioners will be notified of Proclamations proposed for an upcoming Board Meeting and have until noon on the 10th day prior to the Board Meeting to sign-on to the proclamation as a sponsor by notifying the Executive Clerk.

The County Mayor may enjoin the Proclamation which would make it a joint proclamation from the County Mayor and Board of Commissioners.

Proclamations are first reviewed by the Steering Committee for recommendation prior to a vote of the Board. If not recommended by the Steering Committee, the Proclamation is not placed on the proposed agenda. A Proclamation may be added in the same manner as a resolution as noted in Rule 3.

The Steering Committee can set thresholds for proclamations and/or for thresholds for the proclamation to be recognized as a part of the Special Recognitions and Memorials part of the agenda.

The County Mayor may also issue Proclamations at the discretion of the County Mayor.

Rule 7. Elections and Appointments

A. Elections and Nominations from the Floor

When the Chair receives nominations from the floor, a Commissioner may nominate only one (1) person. The floor will be kept open until every Commissioner has an opportunity to make nominations or until a motion has been made and seconded that nominations cease and a majority of those present vote to cease nominations.

B. Appointments and Confirmations

When the Board is called upon to appoint someone from a list of nominees or to confirm an appointee of the County Mayor, then the name or names of those being considered for the position shall be read to the membership and discussion of each appointee shall follow. The process for Appointments and Confirmations shall begin with consideration from the Steering Committee. See Steering Committee Rule 15.

C. Second Ballots

If no one is elected with a majority vote on a given ballot, the nominee receiving the smallest number of votes will be dropped, and the ballot will be cast again until the required majority of the membership elects a nominee.

Rule 8. Committee Membership

Each September, the Steering Committee shall appoint members of the Board to standing committees of the Board of Commissioners. The Board of Commissioners shall confirm the appointments at the next regular meeting of the Board.

In a total reorganization year after the local general election for the Board of Commissioners, the County Mayor shall recommend a Nominating Committee at the first meeting of the Board. The number of members of the Nominating Committee is up to the Board. The Board of Commissioners will consider the recommendation at the first meeting of the Board and approve a Nominating Committee.

Rule 9. Appropriations Request

Requests for appropriations in addition to these within the annual budget shall be submitted in the following manner:

- A. The request shall be submitted to the County Mayor for evaluation and consideration.
- B. The County Mayor shall present to the Budget Committee their recommendation for consideration by the Budget Committee.
- C. The Budget Committee shall vote on whether the additional appropriation request will be included on the agenda for Commission to consider.

Rule 10. Suspending the Rules

Any rule or rules may be suspended by two-thirds (2/3) majority vote of the Commissioners present.

Rule 11. Roberts Rules of Order

All matters not covered herein shall be governed by Robert's Rules of Order Revised, as contained in the latest copyrighted edition.

Rule 12. The Chair

- A. Election

Annually, at its September regular meeting or in the month of September, the Board shall elect a Chair and a Chair Pro Tempore. The Chair may be a Commissioner or the County Mayor. If the Board elects as its Chair the County Mayor, the County Mayor shall relinquish veto power of legislation.

- B. Voting By the Chair

The Chair may vote only in the case of a tie.

- C. Call to Order and Presiding

The Board shall be called to order by the Chair; in the absence of the Chair, the Chair Pro Tempore shall preside. In the absence of the Chair Pro-Tempore, the Board shall be called to order by the County Clerk and shall elect one of its members to preside over the deliberation.

- D. Speaking

Should the Chair desire to speak upon any subject either in negative or affirmative, they may do so, provided they vacate the Chair. Afterward, the Chair Pro Tempore shall preside until the matter under consideration is concluded. The Chair, however, may answer questions, provide information, and give explanations from the Chair, the Board not objecting.

- E. Preserve Order

The Chair shall preserve order and decorum. They may speak to points of order in preference to

Commissioners rising from their seat for that purpose. They shall decide questions of order, subject to an appeal to the Board of any Commissioner.

F. Order of Recognition

Before a Commissioner is allowed to speak twice on the same subject, the Chair shall inquire if there is another Commissioner who has not spoken on that subject and wishes to speak.

G. Motion

Once a motion has been made and duly seconded, the Chair shall state the motion so that debate on the motion may begin.

H. Clarification

The Chair shall clearly state the question before the Board before the vote on the question is taken. A Commissioner may ask for clarification of the question up until the result of the vote is announced.

Rule 13. The Clerk

A. Notice

The Clerk or Chair shall notify each Commissioner of the Board of any special or called meetings of the full Commission not less than five (5) days in advance. Notification of regular meetings shall be within the discretion of the Clerk and the Chair.

B. Minutes

The Clerk shall reduce the minutes of each Board meeting to writing and attach a copy of each resolution considered and the vote thereon. The minutes shall be prepared within ten (10) days after said meeting and placed in a bound book for public inspection with a copy in the County Mayor's Office. A copy of the minutes of the last meeting shall be forwarded to each Commissioner with the prepared agenda of a future meeting or meeting notice.

C. Resolutions

In the event the Chair and County Mayor is not one and the same person, a copy of all resolutions approved by the Board shall be submitted to the County Mayor within five days after approval for his or her consideration and signature.

D. Roll Call

In all instances involving authorization to expend public funds, the Clerk shall call the roll for "Yes" and "No" votes. In all instances the votes of all Commissioners shall be a part of the record of the meeting and included in the official minutes.

E. Change of Vote

It shall be the duty of the Clerk (or the Chair) at the end of each roll call vote to inquire of those who passed or were absent when the roll was called if they desire to vote and if any Commissioner who voted wishes to change his or her vote. Subsequently the Clerk shall announce the results.

Rule 14. Sheriff

The Sheriff or a deputy designated by the Sheriff shall attend each session of the Board. That officer shall preserve order and carry out orders of the presiding officer of the Board.

Rule 15. Committees

A. Committee Membership and Officers

Membership of standing committees and subcommittees shall be determined in Section E. The Chair and, if not elected the Chair, the County Mayor, or their designee, shall be a non-voting ex-officio member of all standing committees and subcommittees of the Board. Temporary committees as formed by the Board or a Board committee or subcommittee shall be made up of members as determined by the Board or committee/subcommittee which formed the temporary committee. This may include Commissioners or non-commissioners.

All committees (standing, sub, or temporary) shall meet and elect from its membership a Chairman and Vice Chairman. All committees, whether standing, temporary, or subcommittee, shall meet and elect a secretary (Secretary is not required to be a member of the Board) to keep minutes and other actions by the committee.

The Chairman of the standing committees shall report to and confer with the Chairman of the Board on all pertinent matters to be presented at the next meeting of the Board.

The Chairmen of all committees shall contact the County Attorney on matters appearing to warrant legal evaluation prior to presentation to the Board.

Ex-officio members serve as a member of a committee or subcommittee by virtue of holding a particular office or position. An ex officio member may attend meetings and participate fully in committee discussions and deliberations but shall not vote and shall not be counted in determining a quorum unless otherwise expressly provided by law or these Rules.

Department Liaison is a department director or other administrative official designated to provide information, advice, and staff support to a committee. An administrative Liaison may participate in committee discussion at the invitation or recognition of the Chairman but shall not be considered a member of the committee, shall not be counted for purposes or determining a quorum, and shall have no vote.

B. Jurisdiction

Should questions arise as to jurisdiction of any committee it shall be referred to the Chairman of the Board and/or to the County Attorney for determination, subject to an appeal to the Board at its next regular meeting.

As per Rule 3 Subsection A, if a resolution, motion, proclamation, or other matter before a committee is determined to cost additional funds above and beyond the current budgeted amounts where the cost is determined to be classified, the matter is first presented to the committee of subject matter jurisdiction and then to the Budget and Finance Committee for funding approval. If the funding is approved by the Budget and Finance Committee, the item will be placed on the agenda as a stand-alone item and/or as a Budget Amendment.

C. Reports and Minutes

- 1) Reports: The secretary shall take minutes of the committee and submit as a report to the Board of Commissioners at the next meeting of the Board.
- 2) Minutes: The report is then submitted to the respective committee at their next meeting for approval as official minutes by that committee. If the minutes as approved by the committee are different than the report as submitted to the Board due to changes requested by the Committee in approval, then the updated minutes shall be resubmitted to the Board at a future meeting of the Board.

D. Schedule and Notice

The schedule of regular standing committee meetings shall be determined by the Steering Committee (or in the case of a complete reorganization year, the Nominating Committee). Each committee may overrule the regular meeting scheduled date and time by the Steering/Nominating Committee via majority vote of the respective committee.

Special-called meetings of a committee may be called by the chairman of the committee, the Chair of the Board, or by a majority of the committee members in petition to the Chair with forty-eight (48) hour notice to the committee members.

If for any reason the chair of a committee fails or refuses to call a meeting the Chair of the Board or a majority of the committee membership may elect to do so via petition to the Chair of the Board.

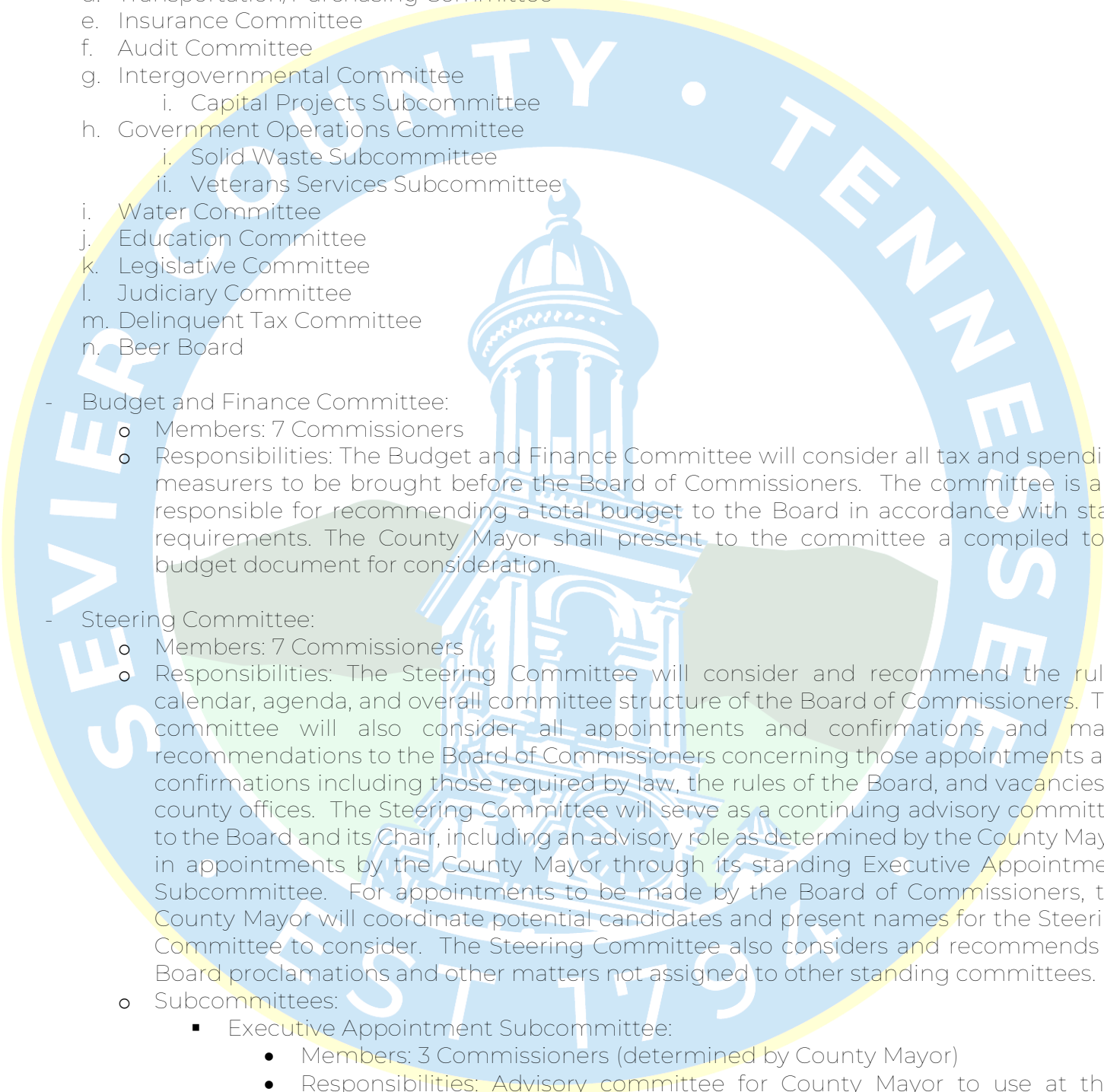
Notice of regular committee meetings to the public will be made in conjunction with Tennessee Code Annotated. A public notice of committee meetings will be made via a post to the county website forty-eight (48) hours prior to the meeting.

E. Agenda

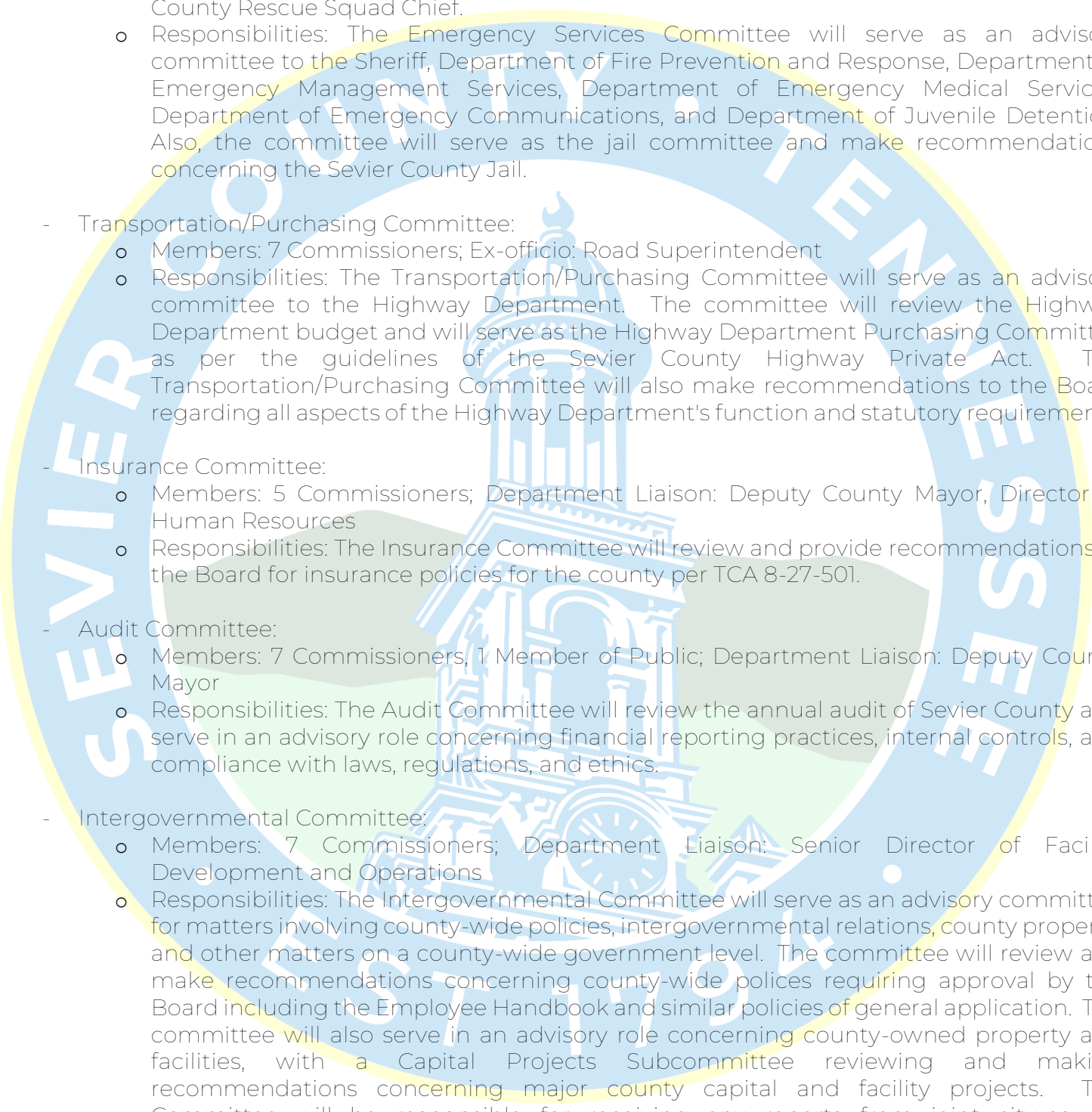
Each standing committee, subcommittee, or temporary committee will have an agenda. The proposed agenda for a regular or special called committee meeting shall be published on Govenda forty-eight hours prior to the committee meeting. Adjustments to the proposed agenda including additional items and removal of items are permitted by the Chair of the Board and/or the Chairman of the Committee any time prior to the committee meeting, or by a majority vote of the committee prior to setting of the agenda at the committee meeting.

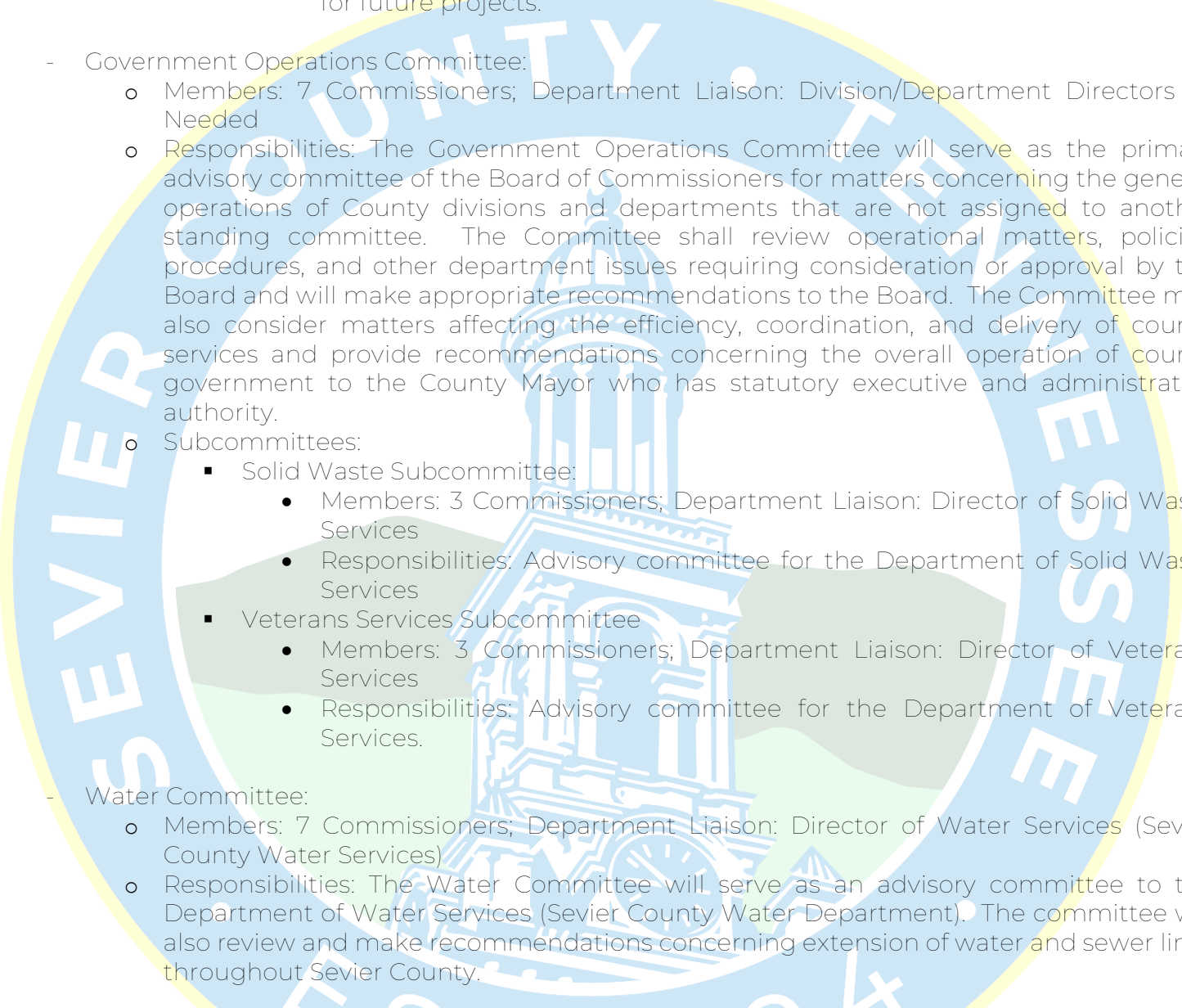
F. Standing Committees and Subcommittees

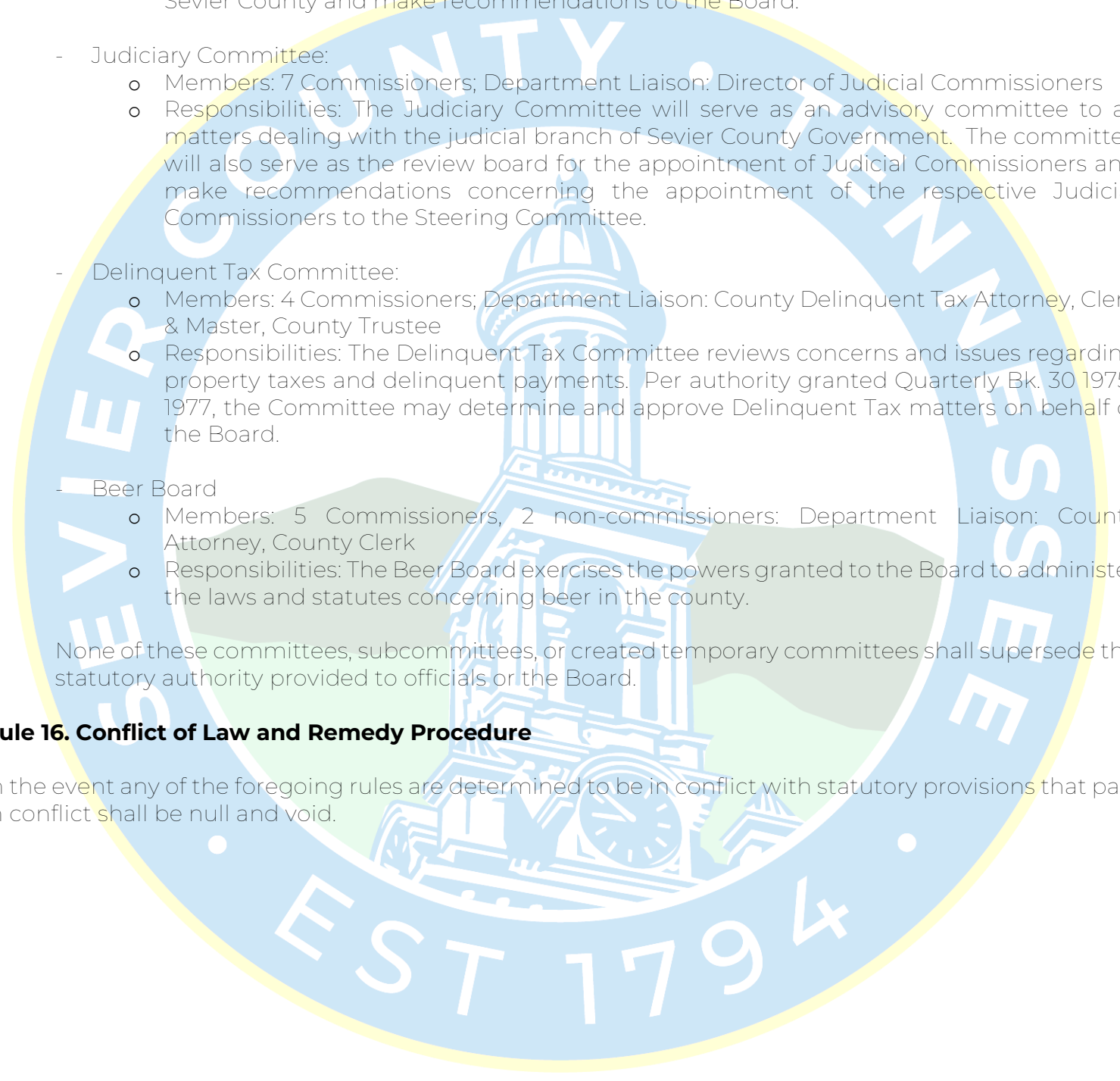
The standing committees and subcommittees of the Sevier County Board of Commissioners shall be as follows:

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- The seal of Sevier County, Tennessee, is a large, circular emblem in the background. It features a blue outer ring with the text "SEVIER COUNTY" at the top and "TENNESSEE" at the bottom, separated by a yellow dot. Inside the ring is a detailed illustration of the county's history, including a Native American figure, a pioneer, and a soldier, set against a landscape with a mountain and a river. The seal is semi-transparent, allowing the text of the list to be visible through it.
- a. Budget and Finance Committee
 - b. Steering Committee
 - i. Executive Appointment Subcommittee
 - c. Emergency Services Committee
 - d. Transportation/Purchasing Committee
 - e. Insurance Committee
 - f. Audit Committee
 - g. Intergovernmental Committee
 - i. Capital Projects Subcommittee
 - h. Government Operations Committee
 - i. Solid Waste Subcommittee
 - ii. Veterans Services Subcommittee
 - i. Water Committee
 - j. Education Committee
 - k. Legislative Committee
 - l. Judiciary Committee
 - m. Delinquent Tax Committee
 - n. Beer Board

- Budget and Finance Committee:
 - o Members: 7 Commissioners
 - o Responsibilities: The Budget and Finance Committee will consider all tax and spending measures to be brought before the Board of Commissioners. The committee is also responsible for recommending a total budget to the Board in accordance with state requirements. The County Mayor shall present to the committee a compiled total budget document for consideration.
- Steering Committee:
 - o Members: 7 Commissioners
 - o Responsibilities: The Steering Committee will consider and recommend the rules, calendar, agenda, and overall committee structure of the Board of Commissioners. The committee will also consider all appointments and confirmations and make recommendations to the Board of Commissioners concerning those appointments and confirmations including those required by law, the rules of the Board, and vacancies in county offices. The Steering Committee will serve as a continuing advisory committee to the Board and its Chair, including an advisory role as determined by the County Mayor in appointments by the County Mayor through its standing Executive Appointment Subcommittee. For appointments to be made by the Board of Commissioners, the County Mayor will coordinate potential candidates and present names for the Steering Committee to consider. The Steering Committee also considers and recommends all Board proclamations and other matters not assigned to other standing committees.
 - o Subcommittees:
 - Executive Appointment Subcommittee:
 - Members: 3 Commissioners (determined by County Mayor)
 - Responsibilities: Advisory committee for County Mayor to use at their discretion for executive appointments that fall under the County Mayor's legal authority.
- Emergency Services:

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- The background of the page features a large, semi-transparent circular seal of Sevier County, Tennessee. The seal contains a central illustration of a classical building with columns and a dome, surrounded by a circular border with the text "SEVIER COUNTY, TENNESSEE".
- Members: 7 Commissioners; Department Liaison: Sheriff, Director of Department of Fire Prevention and Response (Sevier County/Rescue Fire Chief), Director of Emergency Management Services (EMA), Director of Emergency Medical Services (Ambulance), Director of Emergency Communications (E-911), Director of Juvenile Detention, Sevier County Rescue Squad Chief.
 - Responsibilities: The Emergency Services Committee will serve as an advisory committee to the Sheriff, Department of Fire Prevention and Response, Department of Emergency Management Services, Department of Emergency Medical Services, Department of Emergency Communications, and Department of Juvenile Detention. Also, the committee will serve as the jail committee and make recommendations concerning the Sevier County Jail.
 - Transportation/Purchasing Committee:
 - Members: 7 Commissioners; Ex-officio: Road Superintendent
 - Responsibilities: The Transportation/Purchasing Committee will serve as an advisory committee to the Highway Department. The committee will review the Highway Department budget and will serve as the Highway Department Purchasing Committee as per the guidelines of the Sevier County Highway Private Act. The Transportation/Purchasing Committee will also make recommendations to the Board regarding all aspects of the Highway Department's function and statutory requirements.
 - Insurance Committee:
 - Members: 5 Commissioners; Department Liaison: Deputy County Mayor, Director of Human Resources
 - Responsibilities: The Insurance Committee will review and provide recommendations to the Board for insurance policies for the county per TCA 8-27-501.
 - Audit Committee:
 - Members: 7 Commissioners, 1 Member of Public; Department Liaison: Deputy County Mayor
 - Responsibilities: The Audit Committee will review the annual audit of Sevier County and serve in an advisory role concerning financial reporting practices, internal controls, and compliance with laws, regulations, and ethics.
 - Intergovernmental Committee:
 - Members: 7 Commissioners; Department Liaison: Senior Director of Facility Development and Operations
 - Responsibilities: The Intergovernmental Committee will serve as an advisory committee for matters involving county-wide policies, intergovernmental relations, county property, and other matters on a county-wide government level. The committee will review and make recommendations concerning county-wide policies requiring approval by the Board including the Employee Handbook and similar policies of general application. The committee will also serve in an advisory role concerning county-owned property and facilities, with a Capital Projects Subcommittee reviewing and making recommendations concerning major county capital and facility projects. The Committee will be responsible for receiving any reports from joint city-county committees and meetings and may consider interlocal agreements, cooperative initiatives, and other matters involving municipalities, government entities, agencies, or other public partners.

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- The background of the document features a large, semi-transparent circular seal of Sevier County, Tennessee. The seal is blue and yellow, with the words "SEVIER COUNTY" and "TENNESSEE" around the perimeter. In the center is a depiction of a classical building with columns, likely the county courthouse, with the date "EST 1794" at the bottom.
- Subcommittees:
 - Capital Projects Subcommittee:
 - Members: 3 Commissioners; Department Liaison: Senior Director of Facility Development and Operations
 - Responsibilities: Reviewing capital projects and making recommendations for future projects.
 - Government Operations Committee:
 - Members: 7 Commissioners; Department Liaison: Division/Department Directors as Needed
 - Responsibilities: The Government Operations Committee will serve as the primary advisory committee of the Board of Commissioners for matters concerning the general operations of County divisions and departments that are not assigned to another standing committee. The Committee shall review operational matters, policies, procedures, and other department issues requiring consideration or approval by the Board and will make appropriate recommendations to the Board. The Committee may also consider matters affecting the efficiency, coordination, and delivery of county services and provide recommendations concerning the overall operation of county government to the County Mayor who has statutory executive and administrative authority.
 - Subcommittees:
 - Solid Waste Subcommittee:
 - Members: 3 Commissioners; Department Liaison: Director of Solid Waste Services
 - Responsibilities: Advisory committee for the Department of Solid Waste Services
 - Veterans Services Subcommittee
 - Members: 3 Commissioners; Department Liaison: Director of Veterans Services
 - Responsibilities: Advisory committee for the Department of Veterans Services.
 - Water Committee:
 - Members: 7 Commissioners; Department Liaison: Director of Water Services (Sevier County Water Services)
 - Responsibilities: The Water Committee will serve as an advisory committee to the Department of Water Services (Sevier County Water Department). The committee will also review and make recommendations concerning extension of water and sewer lines throughout Sevier County.
 - Education Committee:
 - Members: 7 Commissioners; Ex Officio: Director of Schools
 - Responsibilities: The Education Committee will review and make recommendations to the Board regarding all matters relating to the Sevier County School System and education in Sevier County. The committee also reviews the school system budget and makes a recommendation on the budget to the Budget and Finance Committee.
 - Legislative Committee:
 - Members: 3 Commissioners, County Mayor

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- Responsibilities: The Legislative Committee will serve as the primary committee for matters relating to the Tennessee General Assembly and state legislative affairs. The Committee will work in coordination with the county's contracted legislative representative or lobbyist to review proposed legislation and other matters that may affect Sevier County. The Committee will also review proposed private acts applicable to Sevier County and make recommendations to the Board.
 - Judiciary Committee:
 - Members: 7 Commissioners; Department Liaison: Director of Judicial Commissioners
 - Responsibilities: The Judiciary Committee will serve as an advisory committee to all matters dealing with the judicial branch of Sevier County Government. The committee will also serve as the review board for the appointment of Judicial Commissioners and make recommendations concerning the appointment of the respective Judicial Commissioners to the Steering Committee.
 - Delinquent Tax Committee:
 - Members: 4 Commissioners; Department Liaison: County Delinquent Tax Attorney, Clerk & Master, County Trustee
 - Responsibilities: The Delinquent Tax Committee reviews concerns and issues regarding property taxes and delinquent payments. Per authority granted Quarterly Bk. 30 1975-1977, the Committee may determine and approve Delinquent Tax matters on behalf of the Board.
 - Beer Board
 - Members: 5 Commissioners, 2 non-commissioners; Department Liaison: County Attorney, County Clerk
 - Responsibilities: The Beer Board exercises the powers granted to the Board to administer the laws and statutes concerning beer in the county.

None of these committees, subcommittees, or created temporary committees shall supersede the statutory authority provided to officials or the Board.

Rule 16. Conflict of Law and Remedy Procedure

In the event any of the foregoing rules are determined to be in conflict with statutory provisions that part in conflict shall be null and void.