

MEETINGS OF THE OCOEE UTILITY DISTRICT BOARD

Background and Purpose

Utility Districts and cities in Tennessee are units of local government, subject to the open meetings law. This so called "sunshine law" specifies that all meetings of public bodies, including utility boards, shall be held at specified times and places which are convenient and open to the public. Such meetings shall by advance public notice.

Record Keeping Duration

All meeting records (minutes) shall be kept permanently.

Omissions

In the absence of specific rules or policies, the conduct of Ocoee Utility District meetings shall be determined by the Governing Board.

Policy

1. The regularly scheduled meeting of the Ocoee Utility District Board of Commissioners will be held at the Ocoee Utility District office located at 5631 Waterlevel HWY Cleveland, TN 37323 on the fourth Monday of each month at 1:00pm.
2. All meetings of the Governing Board shall be open to the public.
3. To be considered for action at a regularly scheduled Board meeting, Oud Board Consideration Forms must be submitted to the Main Office no later than 4:30pm est. five (5) days prior to the meeting. Forms submitted after this deadline will not be eligible for action at that meeting.
4. Prior to each meeting the General Manager shall cause notice that include the location, day and time of each meeting to be advertised as follows:
 - a. Printed on each customer bill.
 - b. Published in a local newspaper of general circulation.
5. Special meetings of the Board shall be called by the Board secretary at such a time as may be fixed by the President or upon the written request of any two members of the Board. Notice of such meetings shall be given in writing to all Board members, stating the purpose of which the meeting is called, as well as the location, date and time of the meeting.

At least three days prior to each special meeting the General Manager shall cause notices that include the location, day, and time of each special meeting to be published in a newspaper of general circulation, unless the special meeting is due to an emergency.

In the event the urgency of a special meeting does not permit the publication of notice in the newspaper, notification will be placed in a public place with information regarding the meeting.

6. The President shall preside at all meetings of the Board except that in his absence the attending members of the Board shall elect a temporary chairperson to preside at any such meeting.

7. The secretary of the Board shall be responsible for taking minutes of each meeting. In the secretary's absence, the presiding officer shall appoint a person to assume the role of board secretary for the meeting.

8. The proceedings of all meetings of the Board shall be kept accurately by the secretary and shall be verified and signed by the presiding officer. The minutes shall include, but not be limited to, the following, as required by Tennessee Code Annotated 8-44-104;

- a. A record of persons present;
- b. All motions, proposals and resolutions offered;
- c. Results of any votes taken,
- d. Record of individual votes in event of a roll call;

9. The minutes of all Board meetings shall be kept in well-bound permanent volumes and shall constitute a permanent record of the board.

10. The order of business at all meetings other than special meetings of the Board shall be as follows:

- a. Roll call determination of quorum;
- b. Review and approval of minutes of preceding meeting;
- c. Review and approval of previous months financial statement, if applicable;
- d. Old business;
- e. New Business;
- f. Reports of consultants and management
- g. Adjournment.

Adoption Date: 9-22-25

Effective Date: 9-22-25