

RULES OF PROCEDURE
ANDERSON COUNTY BEER BOARD

The following rules, duly adopted by the Anderson County Beer Board shall govern the procedure before the Board in all proceedings for the granting or renewing of the beer permits and licenses.

1. All applications for permits shall be completed in full and shall be signed and sworn by the applicant before application will be considered. Application must be in one name only. One original and fifteen copied must be filed. All must be notarized.
2. All applications shall be filed with County Clerk of Anderson County and the date of filing shall be noted thereon. No application shall be considered until it has been so filed for a period of not less than twenty (20) days.
3. All applications on file shall be open for examination as other public records. The Clerk's office shall provide the Beer Board, the County Attorney, a Newspaper of general circulation in the county, the Sheriffs' Department with a true copy of all applications.
4. No application, having been once filed, shall be withdrawn from the records of the Clerk's Office. Any applicant desiring to withdraw an application shall so note their intention by writing the same on the face of the application.
5. The Board shall meet in regular meeting at 6:30 p.m. on the first Tuesday of the month. In the event the first Tuesday falls on a holiday the meeting will be held the following Tuesday. All meetings shall be held at the Courthouse in Clinton, Tennessee. Special Meetings of the Board may be held upon request of three or more members of the board. Said call shall be made by personal notice sent by the County Clerk at least five (5) days before said

special meeting. No other business but that embraced by said call shall be transacted.

6. The Chairman of the Anderson County Beer Board shall preside at all meetings. In the absence of the Chairman the Vice-Chairman shall preside. A quorum shall consist of five (5) members of the Board. NO action shall be taken other than adjournment in the absence of a quorum. A majority of the members present and voting, but no less than five, shall decide all matters duly brought before the Board. A quorum having been established, the Board shall remain in session until a majority of those present vote to adjourn.
7. Each applicant for a beer permit shall appear in person before the Board. No action upon any application shall be taken except in duly constituted meeting and no permit shall be granted without the applicant having appeared in person before the Board.
8. Each applicant shall be notified by mail of the date of the meeting.
9. Any applicant must meet the 810 ft. Rule as amended.
10. Any grantee must pick up and display their valid permit thirty (30) days from the date of approval of their permit.
11. Any person shall be competent to testify for or against any application, but no evidence shall be received except in the presence of the applicant, unless the applicant waives such right.
12. No show cause shall be issued for the revocation of any permit or license until it has been authorized at a duly constituted meeting of the Board.
13. Not less than five (5) days written notice of any revocation procedure shall be given unto the license holder whose permit is the subject of a revocation procedure. Such written notice shall be served by the Sheriff by delivery of a copy of the same to the license holder if the holder may be found or by

leaving a copy of the same at the holder's place of business. Due return shall be made by the Sheriff of this action.

14. Procedure in revocation hearings shall be conducted as nearly in accordance with the procedure in Tennessee uniform administrative procedures act.
15. The minutes of the Beer Board shall be kept in the County Clerk's Office. The minutes are available for public inspection. The clerk shall mail a copy of the minutes to all board members.
16. The County Clerk shall keep a current list of all the valid beer permits and immediately advise the beer wholesalers of any action taken by the Beer Board in revoking permits or issuing new permits.
17. On revocation of any permit it shall be the duty of the County Clerk to immediately issue pick-up orders to the Sheriff and the permit shall be picked up within (5) days after the committee's action.
18. The Beer Board shall consist of ten (10) members or a number prescribed by County Commission. All members shall be residents of Anderson County.
19. The members shall be appointed for three (3) year rotating terms. They shall be filled 3,3,4.
20. Officers of the Board shall be elected once a year after the new years appointment.
21. These rules of procedure may be amended by a majority vote (6) of the Beer Board and subsequently approved by County Commission, providing that a 15 day written notice of any proposed amendment be given to all members of the Beer Board, County Commission and the County Law Director.

22. If any rule or provision contained herein is determined by judgment of a court of competent jurisdiction to be illegal unconstitutional or void, such provision shall be deemed deleted here from, but the remainder shall remain in full force and effect, it being the intention of the Board in adopting these rules that the same would have been adopted even without such illegal, unconstitutional or void provision.