



Jackson Theatre Board

Meeting

**Jackson Theatre 121
W. Main Street
October 14, 2024
3:00 PM**

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Administrator, other town staff, or members of the Board at Jackson Theatre Board meetings.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda.

Agenda

1. Call to Order
2. Opening Prayer
3. Roll Call
4. Public Comments

New Business

1. Discussion and possible action to recommend approval of two (2) appointments for the Jackson Theatre Board to the Board of Mayor and Aldermen.
2. Discussion and possible action on establishing rules and regulation for the orderly discharge of its duties.
3. Discussion and possible action on scheduling the next meeting of the Board.
4. Board Member Communications
5. Town Staff Communications
6. Adjournment

BY-LAWS
OF THE
JACKSON THEATRE BOARD

ARTICLE I. THE BOARD

Section 1. Name of Board. The name of the board shall be the Jackson Theatre Board (the “Board”) as established and provided by the Jonesborough Municipal Code under Title 1, Chapter 23.

Section 2. Office of Board. The office of the board shall be at the Jackson Theatre located at 121 W. Main Street, Jonesborough, Washington County, Tennessee 37659 where the official meetings will be held, except that special meetings may be held at other places as designated by the Board with proper public notice.

ARTICLE II. OFFICERS

Section 1. Officers. The officers of the board shall be a Chair, a Vice-Chair, and Secretary.

Section 2. Elections. After the initial meeting of the newly formed Jackson Theatre Board, the Board shall hold an organizational meeting each year to elect officers and establish a meeting schedule for the coming year. Until such meeting, the officers shall serve until they are replaced or until their term ends.

Section 3. Chairman. The Chair shall preside at all meetings of the board. Except as otherwise authorized by the board, the Chair shall sign all contracts, reports, and instruments made by the board. At each meeting the Chair shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the board.

Section 4. Vice-Chair. In the absence or incapacity of the Chair, the Vice-Chair shall perform the duties until such time as a new Chair is elected or the Chair returns.

Section 5. Secretary. The Secretary shall keep the official minutes of the meetings and perform such other duties regarding records, including the certification of record transcripts, as the board may direct.

Section 6. Vacancies. Should the office of Chair, or Vice-Chair become vacant, the board shall, at its next regular monthly meeting, elect a successor in the manner

prescribed for the election of such officer, and such election shall be for the unexpired term of said officer.

ARTICLE III. MEETINGS

Section 1. Regular Meetings. Regular meetings of the board shall be held monthly on the third (**enter day of week here**) of each month at (**enter time here**) P.M. at the Jackson Theatre, or at such other time and place as may be designated by the Chair. If the regularly scheduled meeting falls on a holiday in which town offices are closed, the following (**enter day of week here**) will be the date of the meeting. The agenda for the regular meeting will be e-mailed to each board member. During the Regular meeting, no business shall be considered other than that designated in the e-mailed agenda. Provided that business which does not require advance public hearing, notification may be considered upon recommendation from the Chair and approved for inclusion on the agenda by a majority vote of the Board.

Section 2. Special Meetings. The Chair of the Board may, when deemed necessary, call a special meeting of the Board for the purpose of transacting any business designated in the call. Proper public notice of any special called meeting shall be duly advertised. At such special meeting, no business shall be considered other than that designated in the call.

Section 3. Quorum. A majority of Board members shall constitute a quorum for the purpose of conducting the business of the board. The concurring vote of a majority of the quorum present shall be required to take final action on any matter before the Board.

Section 4. Manner of Voting. The voting of all questions coming before the board shall be entered upon the minutes of such meeting, and an accurate record shall be made of all official action of the Board.

Section 5. Rules. Unless otherwise stated in the Board's by-laws, all meetings shall be conducted according to the latest revision of Roberts Rules of Order.

ARTICLE IV. MEMBER ATTENDANCE

For the Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. When any appointed member has been absent for three (3) unexcused consecutive regular meetings the _____ shall recommend to the Board of Mayor and Aldermen to remove such member.

ARTICLE V. AMENDMENTS

The by-laws of this Board may be amended at a regular or special meeting, but no amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all members of the board.

ARTICLE VI.

This section is under review to consider whether it is necessary for the by-laws to include the following that is already contained in the Jonesborough Municipal Code Article 1, Chapter 23, Jackson Theatre Board.

1. Purpose and duties.
2. Technical advisors.
3. Donations, revenues, expenditures.
4. Authorization to create or contract with a separate organization.

ORDINANCE NO. 2024-08

AN ORDINANCE TO AMEND THE TOWN OF JONESBOROUGH MUNICIPAL CODE, TITLE 1, ENTITLED “ADMINISTRATION, OFFICERS AND PERSONNEL” BY ADDING CHAPTER 23

SECTION 1. BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that Title 1 of the Jonesborough Municipal Code, entitled “Administration, Officers and Personnel” is amended by adding Chapter 23 as follows:

TITLE 1

ADMINISTRATION, OFFICERS AND PERSONNEL

CHAPTER 23

Jackson Theater Board

SECTION

1-1701. Establishment . The Jackson Theater Board is hereby established.

1-1702. Purpose and duties . The purpose of the Jackson Theater Board is to provide a mechanism for residents and town staff to plan, support, implement, evaluate and otherwise promote various artistic endeavors at the historic Jackson Theater in an effort to enhance the quality of life for its citizens. The Jackson Theater Board will work with the Director of the Theater to approve and coordinate all use and programming of the Jackson Theater Complex to include the Stage Door building. The Board will work with the Town Administrator and Director of the Theater to develop and review a budget for the Theater each fiscal year to be submitted for approval and inclusion in the Town Budget by the Board of Mayor and Aldermen. The Jackson Theater Board shall support, advise, oversee and expand the development of activities that use the arts and the Jackson Theater facility as defined herein to build relationships and build community. The Board will also assist in generating effective ways of promoting the activities taking place through the Jackson Theater and its programs. The Board is charged with assisting in fundraising and revenue generating that is supporting the operation and sustainability of the Jackson Theater.

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members determined as follows: One (1) member shall be a member of the board of mayor and aldermen, selected by the board. The term of the board member shall be contiguous with his or her term on the board of mayor and aldermen. The remaining four (4) positions on the board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the town board. Two (2) of the positions will be nominated by the Mayor and approved by the board of mayor and aldermen. Two of the positions will be appointed by the existing Jackson Theater

Board (or initially the first three (3) members selected previously herein) and confirmed by the Board of Mayor and Aldermen. The terms of the four (4) appointed members shall be six (6) year terms. For the initial appointment only, and to allow for staggered terms, the two (2) appointed members appointed by the Jackson Theater Board members shall serve three (3) year terms, and the two (2) appointed members appointed by the board of mayor and aldermen shall serve six (6) year terms. Any vacancy in the appointed membership shall be filled for the unexpired term by the board of mayor and aldermen. The board of mayor and aldermen shall have the power to remove any board member, regardless of how that member was appointed, at any time with or without cause.

1-1704. Compensation . Members of the Jackson Theater Board shall serve without compensation, however, a town board member representing the board of mayor and aldermen on the advisory committee may possibly be compensated through a program specifically established for members of the town board. Members of the Jackson Theater Board may be compensated for any service related to the operation of the Center or provided directly to the advisory committee that is outside the normal duties of an advisory committee member and deemed compensable by the committee or staff.

1-1705. Rules and staff . The Jackson Theater Board shall adopt rules and regulations for the orderly discharge of its duties subject to revision by the Jonesborough Board of Mayor and Aldermen. Rules can be amended at any meeting provided that any change is clearly communicated in a notice sent out to members at least one (1) week prior to the meeting in which the change will be addressed. All changes in rules are subject to being further amended by the Jonesborough Board of Mayor and Aldermen. The Jackson Theater staff and Jonesborough Parks and Recreation staff shall provide support staff for the committee under the direction of the Jackson Theater Director and the Director of Parks and Recreation. Other Town employees shall serve as staff to the Jackson Theater Board as deemed appropriate by the Town Administrator. The Jackson Theater Director may request individuals to attend meetings regularly in an ex-officio capacity when it is felt those individuals can provide important information to the Jackson Theater Board and help achieve the goals of the Jackson Theater.

1-1706. Meetings and subcommittees . Upon its establishment by the Jonesborough Board of Mayor and Aldermen, the Jackson Theater Board will hold an organizational meeting to elect officers and establish a schedule for regular meetings the remainder of the upcoming year. Meetings shall normally be held monthly, however, the Jackson Theater Board can establish a different meeting schedule as long as that schedule is established for the remainder of the calendar year and properly advertised. Minutes shall be taken of the proceeding of all meetings and submitted to the board of mayor and aldermen for their review at regular meetings. With reasonable notice, special meetings of the Jackson Theater Board may be called by the committee chairman, the committee itself, the Jackson Theater Director or the Town Administrator. All meetings are subject to the Tennessee Open Meetings Act, open to the public and shall be posted on the community bulletin board at town hall. After the initial meeting of the newly formed Jackson Theater Board, the Board shall hold an organizational meeting each year

to elect officers and establish a meeting schedule for the coming year. Until such meeting, the current officers shall serve until they are replaced or until their term ends.

1-1707. Officers . The Jackson Theater Board shall elect a chair or co-chair, a vice-chair, and secretary. Terms shall be one (1) year with eligibility for re-election. Officers shall serve until an organizational meeting is scheduled each year, and in absence of a schedule organizational meeting shall serve until they are replaced or their term ends.

1-1708. Technical advisors . The Jackson Theater Board may request uncompensated technical assistance from anyone the committee feels can provide needed impact to achieve the mission and goals of the Jackson Theater.

1-1709. Donations, revenues, expenditures . The Jackson Theater Board may solicit donations, apply for grants, oversee fundraisers and promotions, and otherwise collect revenues under the procedures established by the town recorder. Revenues generated directly from the activities Jackson Theater Board may be deposited in a Jackson Theater Fund, and the Board may advise staff and the board of mayor and aldermen on the use of any funds raised by the Board. The Jackson Theater Board is not authorized to obligate any funding or mitigate any contract without the possible review and oversight of the Jonesborough Board of Mayor and Aldermen. The Board of Mayor and Aldermen may, however, in its discretion appropriate funds for the use of the Jackson Theater Board through the Director of the Theater and/or the Town Administrator for carrying out its required duties and activities.

1-1710. Authorization to Create or Contract with a Separate Organization. The Board of Mayor and Aldermen may determine that for various reasons it would be in the best interest of the Town to establish a separate organization to manage and operate the Jackson Theater by contracting with the Town for such services. The Board is authorized to designate or establish an organization for the purposes outlined in this ordinance and to allocate funding through budgeting procedures including an allocation to a non-profit organization or contractual payments to an organization under a contract for such services.

SECTION 2. That this Ordinance shall become effective immediately from and after its passage as provided by law.

Motion was made by Alderman Wolfe and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Wolfe, Alderman Countermine, Alderman Causey, Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING August 19, 2024

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Wolfe and seconded by Alderman Countermine that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Wolfe, Alderman Countermine, Alderman Causey, Alderman Dickson

Those voting against: _____

PASSED ON SECOND READING _____ September 9, 2024 _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY