

**Metro Government Nashville & Davidson County****November 20, 2025****Bylaws for the Contract and Compliance Board**

These bylaws outline the structure and function of the Metropolitan Government of Nashville and Davidson County's Contract and Compliance Board (the "Board"), responsible for performing the duties set forth in the Metropolitan Code of Laws Section 4.20.130.

**Article I: Metro Nashville Contract and Compliance Board****• Section 1:**

The name of this Board shall be the Contract and Compliance Board (or CCB) of the Metropolitan Government of Nashville and Davidson County, as established by the Metropolitan Code of Laws Section 4.20.130.

**• Section 2: Purpose or Function(s)**

The purpose of this Board is to meet, evaluate, and monitor compliance with existing construction contracts related to construction activities on projects by the Metropolitan Government. This includes:

- Evaluating and monitoring compliance with construction contracts related to the Metropolitan Government's construction projects and activities.
- Reviewing construction sites, if such review is connected with the evaluation of existing construction contracts, through staff personnel and/or consultants delegated to investigate any issues, concerns or complaints. Refer findings to appropriate enforcement or disciplinary authority.
- Provide recommendations for the scope of safety plans for construction project procurement such as (a) types and sizes of projects, (b) whether safety plans should be required as part of the procurement process, and (c) other relevant issues related to safety plans.
- Provide recommendations related to contractor payment application requirements, including whether such requirements should be required in the Metropolitan Code of Laws.

- Conferring with construction safety specialists as needed for accident reporting and prevention measures. Studying best practices on public construction worksites and recommending improvements in worksite safety on Metropolitan Government construction worksites.
- Submit annual reports to the Metropolitan Council compiling relevant anonymized accident and injury safety data from Metropolitan Government construction projects.

## **Article II: Membership and Composition**

- **Section 1: Members**

The Board shall consist of seven voting members and one non-voting member. Two members shall be appointed by the Mayor and confirmed by the Metropolitan Council. At least one member appointed by the Mayor shall have experience in the enforcement of occupational safety and health standards and construction labor and material payment protocols. One member shall be a representative of labor appointed by the Mayor and confirmed by the Metropolitan Council. One Member shall be a contractor licensed by the State of Tennessee, in good standing, appointed by the Mayor and confirmed by the Metropolitan Council. One member shall be the purchasing agent, or their designee. Two members shall be elected by a majority vote of the whole membership of the Metropolitan Council. One member shall be a Metropolitan council member who shall serve in a nonvoting capacity. This Metropolitan Council member shall be elected by the Metropolitan Council. In no event shall the term of the Metropolitan Council member extend beyond the Council term in which they were elected. This member shall not count toward quorum for the Board.

- **Section 2: Terms of Office**

Members shall serve two-year terms, subject to Metro Code of Laws Section 4.20.130, with eligibility for reappointment.

## **Article III: Officers**

- **Section 1: Officers of the Board**

The officers of the Board shall be elected from among its members and shall include a Chairperson and Vice Chairperson, who shall serve for a period of one (1) year or until his or her successor shall have been chosen.

- **Section 2: Election and Terms**

Officers shall be elected annually at the June Board meeting and serve a term of one-year, or until their successors are elected.

- **Section 3: Duties & Responsibilities**

Duties for the Chairperson include presiding over meetings, addressing issues and comments, including any general public concerns that arise during meetings, establishing agendas, ensuring that minutes are taken, and acting as the official spokesperson when authorized by the Board for matters outside of meetings. In the absence or inability of the Chairperson to perform these duties, such duties shall be assumed by the Vice Chairperson.

## **Article IV: Meetings**

- **Section 1: Regular Meetings**

The Board shall hold regular meetings at least quarterly for the conduct of its business.

- **Section 2: Special Meetings** Special meetings may be called by the Chairperson or a majority of the Board members as deemed necessary. Written notice of special meetings shall specify the purpose of the meeting and shall be posted in compliance with the laws of the State of Tennessee and the Metropolitan Government.

- **Section 3: Notice**

Written notice of meetings shall be posted in compliance with the laws of the State of Tennessee and the Metropolitan Government.

- **Section 4: Quorum**

Four voting members shall constitute a quorum for the purpose of meeting and transacting business. A non-voting member shall not count toward quorum.

- **Section 5: Manner of Acting/Voting**

Board Actions require the affirmative vote of the majority of the members present and voting at a meeting at which a quorum is present.

## **Article V: Committees**

- **Section 1: Committees and/or subcommittees**

The Chairperson may appoint committees, standing or special, as the Board shall from time to time deem necessary to carry on the duties of the Board. Each committee shall have a written plan of work or scope approved by the Board.

### **Section 2: Subcommittees**

The Board may create subcommittees as deemed necessary to carry on the duties of the Board. Such subcommittees may be comprised of representatives of relevant metropolitan departments.

## **Article VI: Conflicts of Interest**

- **Section 1: Disclosure**

Board members must disclose any actual or potential conflicts of interest.

- **Section 2: Procedures for Handling Conflicts**

Procedures should be outlined for handling conflicts, including the conflicted person not participating in voting or discussion (except to provide factual information). The minutes should document the disclosure, vote, and any abstention.

## **Article VII: Amendments**

- **Section 1: Amendment Procedures**

Bylaws shall be reviewed periodically and may be amended by a two-thirds (2/3) majority vote of all Board members, not including non-voting members, at any regular meeting, with prior written notice of the amendments at least 10 days in advance of the regular meeting.

## **Article VIII: Record-Keeping**

- **Section 1: Minutes**

Meeting minutes, including attendance and voting, must be taken, maintained and submitted to the Metro Clerk for recording.

- **Section 2: Records Retention**

Records should be kept as long as required by law, with policies for retention or destruction to ensure compliance and manage costs.

**ARTICLE IX: Adoption**

Adopted this 20<sup>th</sup> day of November, 2025 by the Board of Contract and Compliance for Metropolitan Government of Nashville and Davidson County, Nashville, TN.

Chairperson: 

Vice Chair: 