

JOINT CAPITAL TOURISM BOARD

General Policies and Procedures

I. Meetings of the Board

- A. The Board shall meet from time to time as necessary for the transaction of business after giving adequate public notice of such meeting pursuant to T.C.A. § 8-44-103.
- B. The Board shall meet at the call of the Chair or the Vice Chair, or by resolution adopted by a majority of the Board.
- C. The Chair shall preside at all meetings of the Board provided, however, that in the absence of the Chair, the Vice Chair shall serve as Chair, or in the absence of the Chair and the Vice Chair the Board shall designate by official action a member of the Board to serve as acting Chair.

II. Minutes

- A. Board staff shall keep official minutes of the Board, transcribe them into writing and submit them to the Board for approval at the next meeting of the Board.
- B. Before submitting the minutes to the Board for approval, Board staff shall provide each Board member a draft of the minutes in advance of the next scheduled meeting.

Approved by the Joint Capital Tourism Board at its meeting on October 1, 2026.