Joint Capital Tourism Board

October 1, 2026

AGENDA

1. Call meeting to order and establish that there is a physical quorum

2. Consideration and approval of Joint Capital Tourism Board Policies:
    a. General Policies and Procedures
    b. Public Comment Policy

3. Receive public comment on actionable items in accordance with Tenn. Code Ann. § 8-44-112 and Board policy

4. Presentation on the Nashville Tourism Development Zone and the duties of the Joint Capital Tourism Board

5. Board discussion on how to allocate excess revenues

6. Board discussion of future meeting dates.

7. Adjourn

The Board meeting will be held in the Volunteer Conference Center, 2nd Floor, Cordell Hull Building, 425 Rep. John Lewis Way N., Nashville, TN. Board members are allowed to participate by electronic means. The public may attend in person or virtually by using the meeting link located at: https://comptroller.tn.gov/boards/jctb/meeting-schedule.html

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 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 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.

Joint Capital Tourism Board

Public Comment Policy

I. Background

Tenn. Code Ann. § 8-44-112 requires governing bodies, as defined, to reserve a period for public comment to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for each meeting.

II. Restrictions for Public Comment at Meetings

A. Written notification to request to speak at a meeting must be sent to Board staff and received by email to LGF@cot.tn.gov two business days in advance of the meeting. The email should include the proposed speaker's name, the agenda item(s) upon which the speaker wishes to comment, and whether the speaker's comments will be in favor of or opposed to the agenda item(s). Speakers will be selected on a first-come first-served basis.
B. The public comment period will be held at the beginning of the meeting once the meeting is called to order and a quorum has been established.
C. Speakers will be limited to two minutes per person per agenda item, with a maximum of two speakers in favor of and two speakers opposed to each agenda item.
D. Speakers must identify themselves at the beginning of their allotted time and stay on topic of the agenda item(s) that they have indicated their desire to speak on when addressing the board.
E. Speakers should conduct themselves in a respectful manner and will be asked to remove themselves if they engage in threatening or obscene behavior or language.
F. The Board, in its discretion, may ask relevant questions of any speakers providing public comment. Such question period will not be included in the speaker's allotted time frame.
G. The Chair may extend the allotted time frame or the number of speakers for a particular agenda item if the Chair determines that the circumstances reasonably require it. If the Chair extends the allotted time frame or the number of speakers, the Chair shall ensure that an equal extension is granted to both those in favor of and opposed to any agenda item subject to an extension.