



# **GUIDE TO VOTING IN BLOUNT COUNTY**

*Useful information about our elected officials,  
local government, and school districts  
as well as how to vote.*

Includes Voter Registration Form

This guide is provided by the League of Women Voters of Blount County, and we would also like to invite you to become involved with our local League.

We are:

*"a non-partisan group of both men and women - including  
Republicans, Democrats, and Independents –  
working together to organize and foster  
open conversation, education, and voter registration.*

*It is our aim to encourage people to engage fully in the political process".*

You can contact us at:

Phone: 865-984-3021

Email: [LOWVBC@gmail.com](mailto:LOWVBC@gmail.com)

Website: <http://www.discoveret.org/lwvbc/>

Blog: <http://www.lowvbc.blogspot.com/>

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### State Senator

- Elected for a four-year term.
- Must be a U.S. citizen.
- At least 30 years of age.
- Resident of Tennessee for at least three (3) years and of the county represented for one (1) year immediately preceding the election.
- Registered voter.

### State Representative

- Elected for a two-year term.
- Must be a U.S. citizen.
- At least 21 years of age.
- Resident of Tennessee for at least 3 years and of the county represented for 1 year immediately preceding the election.
- Each district shall be represented by a qualified voter of that district.

### Tennessee Supreme Court Judge

- Elected for an eight-year term.
- At least 35 years of age.
- Tennessee resident for at least 5 years.
- Shall be learned in the law, evidenced by being authorized to practice law in the courts of Tennessee.

### Tennessee Court of Appeals Judge

- Elected for an eight-year term.
- At least 30 years of age.
- Resident of Tennessee for at least 5 years.
- Shall be learned in the law, evidenced by being authorized to practice law in the courts of Tennessee.
- Shall reside in the grand division of the state from which they seek election.

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# HOW DO WE VOTE?

## VOTER REGISTRATION

### To register to vote:

- you must be a U.S. citizen, and
- you must be at least 18 years old on/or before the next election, and
- you must be a resident of Tennessee, and
- (The residence of a person is the place where the person's habitation is fixed and is where, during the periods of absence, the person definitely intends to return.)
- you must not have been convicted of a felony, or if you have, your full rights of citizenship must have been restored (or you must have received a pardon).

*Anyone who registers by mail, must vote in person the first time he or she votes after registering.*

### Acceptable forms of identification when registering to vote include:

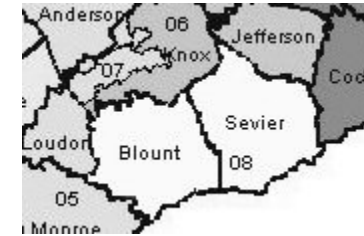
- Tennessee driver license
- U.S. passport
- Student ID Card
- Military ID Card
- Valid commercial pilot's license
- Tennessee voter registration card
- Valid ID card issued by any Tennessee agency or an agency of the U.S.
- Valid pilot's license issued by the FAA or any other authorized agency in the U.S.
- Valid Tennessee hunting or fishing license
- Valid Tennessee license to carry a handgun

### By when must you register to vote?

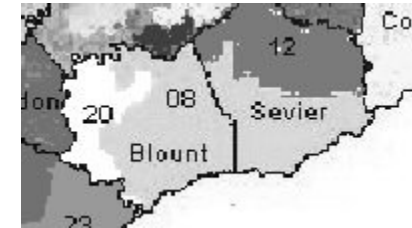
- An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- If you are qualified and the information on the form is complete, your name will be added to the county's voter rolls.
- A voter registration card will be mailed to you telling you where to vote.
- **YOU ARE NOT REGISTERED TO VOTE UNTIL YOU RECEIVE A VOTER REGISTRATION CARD.**

## STATE ELECTED OFFICIALS

**Blount County is in Tennessee SENATE District 8  
(State Senate District 8 also includes Sevier County)**



**Blount County is in Tennessee HOUSE Districts 8 and 20**



## STATE OF TENNESSEE

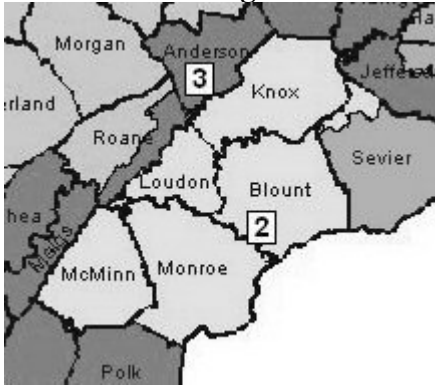
### Governor

- Elected for a term of four years.
- Must be a U.S. citizen.
- At least 30 years of age.
- Tennessee resident for at least seven (7) years.

## **FEDERAL ELECTED OFFICIALS**

### **DISTRICTS**

#### **Blount County is in Federal Congressional District 2**



## **FEDERAL**

### **United States President**

- Elected for a four-year term.
- Must be at least 35 years of age.
- Natural-born citizen.
- Resident of United States for 14 years.

### **United States Senator**

- Two Senators are elected from each state for a six-year term.
- Must be at least 30 years of age.
- U.S. citizen for at least 9 years.
- Tennessee resident.

### **United States Representative**

- Elected for a two-year term.
- Must be at least 25 years of age.
- U.S. citizen for at least 7 years.
- Tennessee Resident.

### **Where may you register?**

- County Clerk's Offices
- County Election Commission Office
- Department of Health (WIC program),
- Department of Human Services,
- Department of Mental Health and Mental Retardation,
- Department of Safety (motor vehicles division)
- Public Libraries
- Register of Deeds Offices
- Blount County Election Commission website, [www.blounttn.org/election/election.asp](http://www.blounttn.org/election/election.asp), type your information on the registration form, print it out, and mail it to the Blount County Election Commission at 383 Court Street, Maryville, TN 37804

## **VOTING**

### **Early Voting**

- A registered voter of Tennessee may vote before election day in person or by mail. However, to vote by mail the individual must have a statutory reason.
- Early voting begins 20 days before the election and ends 5 days before the election.
- Early voting takes place at either the county election commission office or at a satellite voting location opened by the county election commission.

### **Identification required for voting**

At the poll, all voters must show identification OR sign an Affidavit of Identity. However, if you are a first time voter who registered by mail you are required to show your voter registration card, drivers' license, or photo id with your name and signature.

If you have none of these IDs you must show two of the following forms of ID, one from each group.

#### **Group A**

- current and valid photo ID, either issued by the government or a private entity
- current utility bill
- bank statement
- government check
- pay check
- government documents with your name and address.

#### **Group B**

- any document with the voters' name and signature (credit card, Social Security Card, etc.)
- signed Affidavit of Identity provided by the poll workers.

## WHERE TO VOTE

- Blount County is divided into 10 County Commission districts, and where you vote depends on which district you live in. When you register to vote you will receive a voter registration card that will list where you are to vote in the regular election.
- Early voting is accomplished by either going to the courthouse or early voting satellite locations. Please call the Election Commission at **(865) 273-5920** for dates, times, and locations for early voting.
- See <http://www.blounttn.org/election/election.asp> for a list of Commission Districts and Precinct Locations.

## WHAT TO EXPECT AT THE POLLS

### Apply to Vote at the Registrar's Table

- You will go to the registrar based on the first letter of your last name. The registrar will find your name in the poll book and have you complete an application for ballot.
- On the application you will indicate which election you wish to vote in. Options include the general election, various primaries, and city elections.
- If you are voting in a primary, you must register your choice to vote in either the Republican primary or a Democrat primary. You will NOT be allowed to vote in both.

### Receive a Voter Access Code from the Election Worker

- The election worker will issue you a randomly printed access code which you will use to access your ballot.

### Vote

- Once you receive your access code number from the election worker, you will go to an empty voting booth and cast your ballot. **At any time during this process, you may request that an election official assist you in voting. ANYONE can bring someone to help them vote.**

### After 2010

In 2010 everyone in the state of Tennessee will go back to paper ballots, so the procedure will be slightly different in that you will receive a ballot and not an access code.

## ELECTION OF SCHOOL BOARDS

Blount County contains three separate school systems: Maryville City, Alcoa City, and Blount County. A Board of Education is elected in each system in compliance with Tennessee statute (Tennessee Code Annotated § Title 49) and in accordance with the charter of each government entity, and candidates must meet qualifications established by the state and, in some cases, additional requirements by the city or county government. In general, all school board members must have high school diplomas and be residents of the school district in which they serve.

### CITY OF MARYVILLE BOARD OF EDUCATION

- Five members, elected at large.
- Qualified by City Charter.
- Staggered 4-year terms: three in 2006 and two in 2008, etc.
- Elected on the Tuesday after the first Monday in November in even-numbered years.
- Meet monthly: First Monday, 7:00 p.m.

### CITY OF ALCOA BOARD OF EDUCATION

- Five members, elected at large.
- Qualified by City Charter.
- Staggered 4-year terms: two in 2006 and three in 2008, etc.
- Elected on the Tuesday after the first Monday in November in even-numbered years.
- Meet monthly: Third Tuesday, 5:00 p.m.

### BLOUNT COUNTY BOARD OF EDUCATION

- Seven members, elected by school district (listed on the back of Voter Registration Card).
- Qualified by County Charter.
- Staggered four-year terms: even-numbered districts in 2008, odd-numbered in 2010, etc.
- Elected at the August General Election in even-numbered years.
- Meet monthly: First Thursday, 6:00 p.m.

## **CITY OF TOWNSEND**

**City Municipal Office**

**P.O. Box 307**

**133 Tiger Drive**

**Townsend, TN 37882**

**Phone: 865-448-6886**

**Email: [jcityoft@aol.com](mailto:jcityoft@aol.com)**

**[www.cityoftownsend.com](http://www.cityoftownsend.com)**

**Hours: Mondays - Thursdays from 8:30 a.m. - 4:30 p.m., and Fridays from 8:30 a.m. - 12:00 noon.**

Townsend is one of three main entrances to the Great Smoky Mountains National Park. It enjoys a small-town charm and a reputation as "the Peaceful Side of the Smokies".

### **COMMISSION, MAYOR, VICE MAYOR**

The City of Townsend has a Commission form of government.

- Citizens elect five commissioners who serve four-year terms.
- Elections are held every two years with the seats staggered.
- Three commissioners are elected during one election cycle, and two commissioners are elected during the next.
- The five commissioners elect a Mayor and a Vice Mayor from among their number. The Mayor serves for two years.

### **ELECTIONS**

- Elections are held in August of even numbered years.

### **COMMISSION MEETINGS**

- The Townsend Commission meets on the third Tuesday of every month.
- The Municipal Planning Commission meets the second Thursday of every month.

### **REVENUE AND SERVICES**

- The primary source of revenue is the sales tax collected by city businesses; additional sources of revenue include franchise taxes, beer taxes, and road taxes.
- The City provides services including police protection, street maintenance, street lighting, planning, zoning, and recreation. Fire protection is via paid subscriptions for City residents to the Townsend Volunteer Fire Department.
- Children attend Blount County Schools.

\*Sources for the above information:

<http://www.cityoftownsend.com/>

<http://www.townsendchamber.org>

**If your name is not on the poll books at the precinct where you apply to vote:**

- You will be sent to the Officer of Elections who will call the Election Commission Office to see if you are registered to vote and if you are at the correct precinct.
- If you are at the wrong precinct, you will be directed to the correct voting precinct.
- If you are at the correct precinct, but it cannot be found that you are registered to vote, and you claim that you registered to vote at a particular agency, the only alternative is to vote a Provisional Ballot. You will complete an Application to Vote. The registrar should also complete the Annex Form at the back of the Poll List Book that includes the voter's name, address, signatures, and elections they choose to vote in. The registrar should also note the voter voted a "Provisional Ballot." Next you must complete an "Application for Voter Registration." Then you will be handed a paper ballot to vote on, place it in a provisional ballot envelope, and deposit it in the ballot box. Note - whether or not your provisional vote will count will be based on whether or not the Election Commission office can verify that you actually did register to vote with another public agency.

### **Provisions for Voters with Disabilities**

- Polling places are generally accessible and the voting machines comply with HAVA. If you have disabilities, you are allowed to bring someone to help you vote. You may also request assistance from poll workers. Such assistance will be provided by two poll workers, one from each party. **ANYONE can bring someone to help them vote.**

### **Additional Information about Voting Machines**

- On the internet go to <http://www.vote411.org> or to <http://www.blounttn.org/election/election.asp> for instructions on how to use electronic voting machines.

\*Sources for the above information:

<http://www.blounttn.org/election/election.asp>

<http://state.tn.us/sos/election/>

## **THE BLOUNT COUNTY ELECTION COMMISSION**

### **Administrator of Elections**

**Blount County Courthouse**

**383 Court Street**

**Maryville, TN 37804**

**Phone: (865) 273-5920**

**Fax: (865) 273-5927**

**[www.blounttn.org/election/election.asp](http://www.blounttn.org/election/election.asp)**

- Appointed by the 5-member Election Commission.
- The State Election Commission appoints the five members of the Election Commission for a two year period.
- The Blount County Election Commission is charged with regulating the conduct of all elections and protecting the freedom and purity of the ballot.
- The Commission maintains an office in the Blount County Courthouse for aiding the public in matters pertaining to voting.
- It is staffed by the County Administrator of Elections and two deputies. The office is open daily from 8:00 a.m. to 4:30 p.m. Extra hours are added prior to elections.

## **CITY OF ROCKFORD**

**Rockford City Hall**

**P.O. Box 32**

**3719 Little River Road**

**Rockford, TN 37853**

**Phone: City Manager, 865-970-9665**

The City of Rockford with an industrial park, rural areas, and several residential subdivisions, offers a full range of opportunities within a small area.

### **COMMISSION, MAYOR, AND VICE MAYOR**

- Three commissioners are elected.
- The three vote to determine who will serve as Mayor and Vice Mayor.
- Elections are held in either February or May of even numbered years with the seats staggered.
- One Commissioner is elected during one election cycle, and two Commissioners are elected during the next cycle.
- Meetings are held the second Thursday at 7:00 p.m. at Rockford City Hall, 3719 Little River Road.

### **REVENUE AND SERVICES**

- The City receives State shared revenues.
- Fire service and road maintenance are provided.
- Children attend Blount County Schools.

\*Sources for the above information:

<http://www.blountindustry.com/government/rockford.html>

<http://www.blountchamber.com/advocacy/local.html>

## **CITY OF LOUISVILLE**

**Louisville Town Hall**

**PO Box 215**

**3623 Louisville Road**

**Louisville, TN 37777**

**Phone: 865-681-1983**

**Open on Mondays, 5:30 to 6:30 p.m.**

The Town of Louisville is primarily a residential and agricultural area located on the Tennessee River. It is governed by a Mayor and four Aldermen elected at large. Although the town does provide fire service and road maintenance, there is no city property tax.

### **MAYOR AND ALDERMEN**

- Voters elect a Mayor and four Aldermen for four-year terms.
- Elections are held in November of even numbered years.
- Two Aldermen are elected each time, and the two candidates with the most votes win the Aldermen seats.
- The Mayor is elected every four years.
- Town meetings are held at the Town Hall on the second Tuesday of each month at 7:00 p.m.

### **REVENUES AND SERVICES**

- The City receives State shared sales tax revenues.
- Fire service and road maintenance are provided.
- Children attend Blount County Schools.

### **ADDITIONAL INFORMATION**

- Planning Commission: Meetings are held the third Tuesday of each month at 7:00 p.m. There are seven members appointed by the Mayor.
- Design Review Board: Meetings are held the fourth Tuesday of each month at 7:00 p.m. There are five members.
- Board of Zoning Appeals: Meetings are held as needed. There are five members.

\*Sources for the above information:

<http://www.blountindustry.com/government/louisville.html>

<http://www.blountchamber.com/advocacy/local.html>

## **WHOM DO WE ELECT AND WHEN?**

The sections which follow outline -

- the structure of government
- the elected officials
- contact information
- the qualifications for holding office
- the functions of the office

These are listed for **Blount County** and the cities of **Maryville, Alcoa, Friendsville, Louisville, Rockford, and Townsend.**

All those who choose to run and hold public office in Tennessee must meet the standards set by Tennessee Code Annotated § 8-18-101. Counties and cities may have additional rules or standards to determine who is eligible to run and hold office.

### **General Provisions Governing Qualifications for Office:**

The general qualifications of persons permitted to hold public office are set out in Tennessee Code Annotated § 8-18-101. This section provides that all persons of the age of eighteen (18) years who are citizens of the United States and of this state, and have been inhabitants of the state, county, district, or circuit for the period required by the constitution and laws of the state, are qualified to hold office under the authority of this state except:

- (1) Those who have been convicted of offering or giving a bribe, or of larceny, or any other offense declared infamous by law, unless restored to citizenship in the mode pointed out by law;
- (2) Those against whom there is a judgment unpaid for any moneys received by them, in any official capacity, due to the United States, to this state, or any county thereof;
- (3) Those who are defaulters to the treasury at the time of the election, and the election of any such person shall be void;
- (4) Soldiers, seamen, marines, or airmen in the regular army or navy or air force of the United States; and
- (5) Members of congress, and persons holding any office of profit or trust under any foreign power, other state of the union, or under the United States.

## **BLOUNT COUNTY**

One of the oldest counties in Tennessee, Blount County was the tenth created in Tennessee when a part of Knox County was separated by the Territorial Legislature in 1795. It was named after William Blount, Governor of the Territory of the United States "South of the River Ohio." Blount County is governed by the Blount County Commission and the County Mayor. The central department of the government is housed in the Blount County Courthouse which is located in the City of Maryville. The County is divided into 10 Commission districts with a total of 21 commissioners representing those districts. The Commission meets monthly and whenever necessary for called meetings.

### **COUNTY COMMISSION**

#### **Blount County Courthouse**

**359 Court Street**

**Maryville, TN 37804-5906**

**Phone: (865) 273-5830**

**Fax: (865) 273-5832**

**<http://www.blounttn.org/commiss.asp>**

#### **When Elected:**

- County Commissioners are elected every four years in the August election two years prior to Presidential election years.

#### **Additional Qualifications to Run and Hold Office:**

- Shall reside within and be a qualified voter of the district represented

#### **Functions of Office:**

- The County Commission serves as the legislative branch of the county government.
- Blount County is divided into 10 districts.
- A total of 21 commissioners serve the 10 districts.
- At least four regular meetings per year must be held.
- The County Commission chair is elected annually by a majority of the Commissioners.
- The County Mayor or a majority of legislative body members may call a special meeting with adequate public notice.
- The County Commission provides a proper and open forum for public policy debates and annually adopts a property tax rate and a budget. Currently, regular monthly meetings are scheduled for the 3rd Thursday of each month at 7:00 p.m. in the County Commission Room of the Blount County Courthouse.

## **CITY OF FRIENDSVILLE**

**105 Homecoming Circle**

**P. O. Box 56**

**Friendsville, TN 37737**

**Phone: (865) 995-2831; Fax: (865) 995-9878**

**Email: [friendsville@bellsouth.net](mailto:friendsville@bellsouth.net)**

Friendsville is governed by a five-member Board of Commissioners elected at large.

- Elections alternate between the election of three or two Commissioners the first Thursday of August in even-numbered years.

### **BOARD OF COMMISSIONERS**

- Serves four-year terms.
- Must be at least 21 years old and have been a citizen of the City for one year preceding the next election.
- Elects and fixes the salaries of the City Recorder, City Attorney, and Building Inspector.
- Governs all activities, regulations, assessments and liens of the Water Department, whether within or without the corporate limits of the City.
- Appoints a seven-member Planning Commission.
- Board of Commissioners meets the first Thursday of every month, 7:00 p.m., at City Hall. Special meetings may be called by two Commissioners, the Recorder, or the Mayor.

### **MAYOR AND VICE MAYOR**

- A Mayor is elected from within the Board of Commissioners and serves a two-year term.
- A Vice Mayor is elected to act as Mayor during any temporary absence or inability to act as Mayor.

### **ADDITIONAL INFORMATION**

- The Planning Commission meets on the fourth Tuesday of every month, 7:00 p.m., at City Hall.
- Friendsville has been incorporated since 1953.

\*Sources for the above information:

<http://www.blountindustry.com/government/friendsville.html>

<http://www.blountchamber.com/advocacy/local.html>

## **CITY OF ALCOA**

223 Associates Blvd.  
Alcoa, TN 37701-1948  
Phone: (865) 380-4795  
[www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov)

Alcoa is governed by a council-manager form of government with an elected Commission and an appointed City Manager.

- Five Commissioners are elected for four-year terms.
- The City Manager is hired by the Commission to serve as its full time executive.
- A Mayor and Vice Mayor are chosen from among the five elected Commissioners.

### **COMMISSIONER**

- Elected at large to four-year terms in rotating elections every two years on the Tuesday following the first Monday in November.
- Develops policy and approves a budget for the city.
- Hires City Manager.
- Commission meetings are held on the second Tuesday of every month, 7:00 p.m., Alcoa Municipal Building. Citizens are welcome to appear on the meeting agenda by writing a request in advance to the City Manager.

### **CITY MANAGER**

- Prepares and recommends budget for the Commission's action.
- Serves as the Commission's chief advisor and carries out its policies.
- Administers the budget and oversees all city employees.

### **MAYOR AND VICE MAYOR**

- Chosen from among the Commissioners to serve the length of their terms.
- Mayor maintains an office in the Municipal Building.
- Mayor chairs Commission meetings, and Vice Mayor acts in the absence of the Mayor.

### **RESOURCES AND SERVICES**

- The City of Alcoa raises funds primarily through property taxes and shared sales tax.
- A full range of services includes electrical, water and sewage, fire, police, recreation, public works, street maintenance, sanitation, and planning and code enforcement.

\*Sources for the above information:

Election Commission

[http://www.cityofalcoa-tn.gov/city\\_government](http://www.cityofalcoa-tn.gov/city_government)

## **COUNTY MAYOR**

Blount County Courthouse  
341 Court Street  
Maryville, TN 37804-5906  
Phone: (865) 273-5700  
Fax: (865) 273-5705  
[www.blounttn.org/coexec.asp](http://www.blounttn.org/coexec.asp)

### **When Elected:**

- The County Mayor is elected every four years in the August election two years prior to Presidential election years.

### **Additional Qualifications to Run and Hold Office:**

- Shall be: (1) A qualified voter of the county; (2) At least 25 years of age; and (3) A resident of the county for at least 1 year prior to the date of filing a nominating petition for election to such office.
- Shall continue to reside in the county during the term of office and shall not, during the term of office, hold any other public office for profit. (Tennessee Code Annotated § 5-6-104).

### **Functions of Office:**

- The Blount County Mayor's Office is located on the first floor on the breezeway of the Blount County Courthouse.
- The County Mayor primarily serves as the financial agent for the County.
- The County Mayor represents the county at public functions and presentations.
- Other duties include making nominations and appointments of persons to certain committees and making recommendations to the Blount County Commission.
- The office hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m.

## **CIRCUIT COURT CLERK**

Blount County Justice Center  
926 East Lamar Alexander Parkway  
Maryville, TN 37804-5002  
Phone: (865) 273-5400  
Fax: (865) 273-5411  
[www.blountccc.com](http://www.blountccc.com)

### **When Elected:**

- Elected every four years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

Shall reside in the county wherein the court is held. (Tennessee Code Annotated § 18-1-102)

**Functions of Office:**

- The Clerk's Office maintains the Circuit, General Sessions, Juvenile and Traffic Court divisions.
- The function of each office is to provide assistance in the areas of courtroom administration and records management, docket maintenance, revenue management, maintenance of court minutes, official communication, and various other court associated duties.
- Office hours are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m.

**COUNTY CLERK****Blount County Courthouse**

345 Court Street

Maryville, TN 37804-5906

Phone: (865) 273-5800 (Main Office)

Fax: (865) 273-5815

<http://www.blounttn.org/clerk.asp>

**When Elected:**

- Elected every four years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall reside within the county

**Functions of Office:**

The County Clerk is responsible for motor vehicle registration and licensing.

- The Clerk serves as Clerk of the County Commission and is responsible for sending required public notices and keeping the minutes of the County Commission meetings.
- The County Clerk issues marriage licenses and may, along with judges and county commissioners, solemnize a marriage.
- The Blount County Clerk is the Clerk for Probate Court and is responsible for processing wills and the administration of estates of deceased Blount Countians.
- Business licenses are issued by the County Clerk and business privilege taxes are collected by the office.
- Since notaries public are elected by the County Commission, the County Clerk keeps a record of the notaries public in the county and has duties involving coordination between the secretary of state and the notary applicant. The oath of office of notaries is administered by the county clerk.

**RESOURCES AND SERVICES**

- The City of Maryville raises funds primarily through property taxes and shared sales tax.
- A full range of services includes electrical, water and sewage, fire, police, and recreation.

**ADDITIONAL INFORMATION**

- The city's Planning Commission meets on the third Monday of each month at the Municipal Building.
- To vote in City of Maryville elections, a person must live or own property within the city limits. If a person owns property within the city limits, but does not live within the city limits, no more than two (2) persons shall be entitled to vote based upon the ownership of an individual tract of property regardless of the number of property owners (Tennessee Code Annotated § 2-2-107 (a)(3)). Voter registration is conducted by the Blount County Election Commission.

\*Sources for the above information:

Election Commission

<http://www.maryvillegov.com>

## **CITY OF MARYVILLE**

### **Maryville Municipal Center**

**400 West Broadway Avenue**

**Maryville, Tennessee 37801**

**Phone: 865-273-3900**

[www.maryvillegov.com](http://www.maryvillegov.com)

Maryville City utilizes a council-manager form of government which combines leadership of elected officials in the form of the Council with the managerial experience of the City Manager.

- Five City Council members are elected at large to four-year terms.
- The City Manager is hired by the Council to serve as its full-time executive in administering staff, projects, and programs on behalf of the Council.
- A Mayor is elected from among the Council every two years.

### **CITY COUNCIL**

- Council elections rotate on even numbered years on the Tuesday after the first Monday in November.
- Must have no criminal convictions and live within the city limits.
- Must own property and be a citizen of the city for at least one year preceding election.
- Sets policy, approves the budget, and determines the tax rate.
- Hires the City Manager and supervises the individual's performance.
- City Council meetings are held on the first Tuesday of each month at 7:00 p.m. in the Maryville Municipal Center.

### **CITY MANAGER**

- Hired by the City Council.
- Prepares and recommends a budget for the City Council's action.
- Serves as the City Council's chief advisor and carries out its policies. Recruits, hires, and supervises the city government's staff.

### **MAYOR**

- Elected from the Council every two years by a majority vote.
- Responsible for soliciting citizen views in forming and interpreting policies to the public.
- Represents the city at official functions. Appoints advisory committees, coordinates their work, and maintains liaison with other government agencies and civic groups.

- The County Clerk is also a license agent for the Tennessee Wildlife Resources Agency and issues hunting and fishing licenses.
- The Blount County Clerk presently has four locations.
  - The main office is at the Blount County Courthouse.
  - There is a branch office at the Foothills Mall for motor vehicle registrations, marriage licenses, boat registrations, hunting and fishing licenses, and voter registration.
  - Drive-thru service for motor vehicle renewals and processing of mail-in registrations is at the Blount County Chamber of Commerce building at 201 S. Washington Avenue in Maryville.
  - An office for motor vehicle dealer work is on the Motor-Mile in Alcoa.
- Office hours at the Courthouse are Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **DISTRICT ATTORNEY GENERAL**

#### **Blount County Justice Center**

**942 East Lamar Alexander Parkway**

**Maryville, TN 37804-5002**

**Phone: (865) 273-5600**

**Fax: (865) 273-5617**

[www.blounttn.org/da.asp](http://www.blounttn.org/da.asp)

#### **When Elected:**

- Elected every eight years in the August election two years prior to Presidential election years.

#### **Additional Qualifications to Run and Hold Office:**

- Shall be a duly licensed attorney admitted to the practice of law in this state and a resident of the state for 5 years and of the circuit or district 1 year. (TN Constitution Article 6, Section 5).

#### **Functions of Office:**

- The District Attorney General's Office is charged with fairly and vigorously prosecuting all criminal cases arising in Blount County by:
  - providing legal support to victims and law enforcement agencies investigating crimes in or related to Blount County and keeping the public and appropriate officials advised as to the activities of the criminal justice system.
  - providing effective and sufficient prosecutorial support to every court (general sessions, criminal, juvenile, and federal).
  - providing effective legal support and advice to investigative agencies (local, state, and federal).
  - providing support and assistance to victims of crime.

- The DA's office has a Domestic Violence Unit which works closely with community agencies, law enforcement, and the judicial system to ensure victims' needs are addressed while ensuring the prosecution of offenders.
- There is also a Child Support Division whose objectives are to enforce support obligations owed by absent parents to their children, locate absent parents, establish paternity, and obtain child and medical support. The Division provides support enforcement services to individuals who are receiving federally-funded Foster Care Maintenance payments, Medicaid, Aid to Families with Dependent Children (AFDC), and to individuals not otherwise eligible for such services.
- Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **PROPERTY ASSESSOR**

**Blount County Courthouse**

**351 Court Street**

**Maryville, TN 37804-5906**

**Phone: (865) 273-5850**

**Fax: (865) 273-5866**

[www.blounttn.org/assessor/](http://www.blounttn.org/assessor/)

### **When Elected:**

- The Assessor of Property is elected every four years in the August election during a Presidential election year.

### **Additional Qualifications to Run and Hold Office:**

- Shall reside within the county. (Tennessee Code Annotated § 8-48-101)
- No member of the county legislative body shall be eligible to hold the office of assessor. (Tennessee Code Annotated § 67-1-503)

### **Functions of Office:**

- The assessor is required by the Tennessee Constitution to list and value all property subject to ad valorem taxation on an assessment roll each year. The assessed value is a percentage of "fair market value" or "use value" as prescribed by law.
- Property is assessed as follows:
  - Residential Land - 25% of its "fair market value" or "use value."
  - Residential Improvements - 25% of "fair market value."
  - Commercial Property - 40% of "fair market value."

### **Duties of the Office:**

- Chancery Court handles civil cases including property disputes, contract disputes, adoptions, workers' compensation, divorces, and orders of protection.
- The Chancellor has primary administrative responsibility for all matters pending in the Chancery Court.

\*Sources for the above information:

<http://www.ctas.utk.edu/GML-CTAS.NSF>

<http://www.tennessee.gov/sos/election/qualify/qu-overview.pdf>

<http://www.blounttn.org>

<http://www.blountccc.com/PDF/Rules%20of%20Court%20.pdf>

<http://www.blountccc.com/courts.aspx>

**When Elected:**

- Elected every eight years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold office:**

- Shall be thirty (30) years of age and shall before the election, have been a resident of the state for five (5) years and of the circuit or district one (1) year. (TN Constitution Article 6, Section 4)
- Shall be licensed to practice law in this state. (Tennessee Code Annotated § 16-15-5005).

**Duties of the Office:**

- General Sessions Judge presides over the General Sessions Court which has limited civil and criminal jurisdiction. Civil jurisdiction is limited to specific types of actions and a monetary limit of \$25,000 except for Detainer Warrants, wherein the court shall have unlimited original jurisdiction; and Actions to Recover Personal Property wherein the court shall have unlimited original jurisdiction including jurisdiction to award an alternative money judgment. Criminal jurisdiction is limited to misdemeanor cases and preliminary hearings in felony cases.
- The Juvenile Court has general jurisdiction over delinquent, unruly, dependent and neglected cases, guardianship, terminations and surrenders of parental rights, custody cases, and emergency removals.

**Chancellor, 5<sup>th</sup> Judicial District****Contact: Clerk and Master****Blount County Justice Center****930 East Lamar Alexander Parkway****Maryville, TN 37804-5002****Phone: (865) 273-5500****Fax: (865) 273-5519****<http://www.blounttn.org/clrkmast.asp>****When Elected:**

- Elected every eight years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall be at least 30 years of age and a resident of the state for five (5) years and of the circuit or district one (1) year. (TN Constitution Article 6, Section 4).
- Shall be learned in the law, evidenced by being authorized to practice law in the courts of Tennessee. (Tennessee Code Annotated § 17-1-101, § 17-1-102, § 17-1-103, § 17-1-106)

**PUBLIC DEFENDER****District 5****419 High Street****Maryville, TN 37804****Phone: (865) 981-2395****Fax: (865) 981-5280****<http://www.blounttn.org/pdefend.asp>****When Elected:**

- Elected every eight years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall be a duly licensed attorney admitted to the practice of law in this state.
- Must be a resident of the state for 5 years and of the judicial district for 1 year. (Tennessee Code Annotated § 8-14-202).

**Functions of Office:**

- The Public Defender's office provides representation so that a person accused of a crime or a juvenile offense who could not otherwise afford an attorney will have one.
- Any person charged with a criminal or juvenile offense who could be placed either in jail or juvenile detention if found guilty, has a right to an attorney and may request one. If the court determines that the accused person cannot afford to hire an attorney, the Public Defender's office will normally be appointed to represent that person.
- The Public Defender's office handles only cases in which a citizen is at risk of being placed in custody and can represent citizens only after being appointed to do so by a Blount County court.

**ROAD SUPERINTENDENT****415 Louisville Road****Alcoa, TN 37701****Phone: (865) 982-4652****Fax: (865) 681-8938****<http://www.blounttn.org/highway/>****When Elected:**

- The Road Superintendent is elected every four years in the August election two years prior to the Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall reside within the county (Tennessee Code Annotated § 8-48-101).

- Shall file affidavits and such other evidence as the Tennessee Highway Officials Certification Board shall require.
- A person shall: (1) Be a graduate of an accredited school of engineering, with at least 2 years experience in highway construction or maintenance or (2) Be licensed to practice engineering in Tennessee; or (3) Have at least 4 years' experience in a supervisory capacity in highway construction or maintenance; or (4) Have a combination of education and experience equivalent to either of the above. (Tennessee Code Annotated § 54-7-104).

**Functions of Office:**

- The Road Superintendent oversees the maintenance of all public roads in the county.
- The Superintendent manages the Highway Department's operating budget which is funded through sales tax, gasoline tax, mineral severance tax, and state aid programs.
- The Superintendent oversees the Department's staff and fleet of vehicles and equipment.

**SHERIFF**

**Blount County Justice Center**  
**940 East Lamar Alexander Parkway**  
**Maryville, TN 37804**  
**Phone: (865) 273-5000**  
**Fax: (865) 273-5134**  
**Crime Prevention Hotline: (865) 273-5200**  
<http://www.bcsa.com/>

**When Elected:**

- Elected every four years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- No member of the general assembly shall be nominated or commissioned, nor shall any practicing attorney be obligated, to act as sheriff. (Tennessee Code Annotated § 8-8-101)
- A candidate for Sheriff must:
  - Be a citizen of the United States.
  - Be at least 25 years of age prior to the date of qualifying for election.
  - Be a qualified voter of the county.
  - Have obtained a high school diploma or its equivalent in educational training.
  - Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or any violation of any federal or state laws or city ordinances relating to force, violence, theft,

**JUDICIARY**

**Circuit Court Judge**

**Division I**  
**946 E. Lamar Alexander Pkwy**  
**Maryville, TN 37804**  
**Phone: (865) 273-5550**  
**Fax: (865) 273-5558**

**Division II**  
**948 E. Lamar Alexander Pkwy.**  
**Maryville, TN 37804**  
**Phone: (865) 273-5580**  
**Fax: (865) 273-5590**

**When Elected:**

- Elected every eight years in the August election two years prior to Presidential election years.

**Additional qualifications to run and hold office:**

- Shall be thirty (30) years of age and shall before the election, have been a resident of the State for five (5) years and of the circuit or district one (1) year. (Tennessee Constitution Article 6, Section 4).
- Shall be learned in the law, evidenced by being authorized to practice law in the courts of Tennessee. (Tennessee Code Annotated § 17-1-101, § 17-1-102, § 17-1-103, § 17-1-106)

**Duties of the Office:**

- Circuit Court Judges preside over a court of general jurisdiction and of record.
- Circuit Court criminal case types include, but are not limited to: felony, misdemeanor, petitions, and post conviction.
- Circuit Court civil case types include, but are not limited to: condemnation, contract debt, damage (personal injury and property), distress warrant, foreign judgment, habitual motor offender, judicial hospitalization, minor settlement, reciprocal, and workers compensation.

**General Sessions Judge**

**Division I**  
**932 E. Lamar Alexander Pkwy.**  
**Maryville, TN 37804**  
**Phone: (865) 273-5560**  
**Fax: (865) 273-5567**

**Division II**  
**335 Court Street**  
**Maryville, TN 37804**  
**Phone: (865) 273-5952**  
**Fax: (865) 273-5941**

**Division III**  
**934 E. Lamar Alexander Pkwy.**  
**Maryville, TN 37804**  
**Phone: (865) 273-5570**  
**Fax: (865) 273-5577**

**Division IV**  
**938 E. Lamar Alexander Pkwy.**  
**Maryville, TN 37804**  
**Phone: (865) 273-5530**  
**Fax: (865) 273-5529**

Blount County Election Commission  
Blount County Courthouse  
383 Court Street  
Maryville, TN 37804-5920

dishonesty, gambling, liquor or controlled substances; so long as the violation involves an offense that consists of moral turpitude or a misdemeanor crime of domestic violence.

- o Be fingerprinted and have the Tennessee Bureau of Investigation make a search of local, state, and federal fingerprint files for any criminal record.
- o Not have been released, separated, or discharged from the Armed Forces of the United States with a Dishonorable or Bad Conduct discharge, or as a consequence of conviction at court martial for either state or federal offenses.
- o Be certified by a qualified professional to be free of all apparent mental disorder.
- o Possess a current and valid peace officer certification as issued by the Tennessee POST commission as provided in Tennessee Code Annotated § 38-8-107, within 12 months prior to the close of qualification for the election for the office of sheriff.

**Functions of Office:**

- The Blount County Sheriff's Office is committed to the protection of life and property among the citizens of the county providing law enforcement, corrections, and criminal justice services.
- The Sheriff and Deputies conduct criminal investigations, arrest offenders, serve warrants, provide for courtroom security, and provide general law enforcement.
- The Sheriff oversees a budget and hires and supervises department personnel.

**REGISTER OF DEEDS**

**Blount County Courthouse**

**349 Court Street**

**Maryville, TN 37804-5906**

**Phone: (865) 273-5880**

**Fax: (865) 273-5890**

**<http://www.blounttn.org/register.asp>**

**When Elected:**

- Elected every four years in the August election two years prior to Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall reside within the county. (Tennessee Code Annotated § 8-48-101)

**Functions of Office:**

- The Register of Deeds office provides information to lawyers, realtors, surveyors, appraisers, lending institutions and the general public from records dating back to the early 1700's.
- The office also records, indexes, and stores all records, and is responsible for all monies collected on every transaction pertaining to each parcel of property and all encumbered personal property owned, sold, or mortgaged in Blount County.
- The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

**TRUSTEE**

**Blount County Trustee**  
 347 Court Street  
 Maryville, TN 37804  
 Phone: (865) 273-5900  
 Fax: (865) 273-5910  
<http://www.blounttn.org/trustee/>

**When Elected:**

- The Trustee is elected every four years in the August election two years prior to the Presidential election years.

**Additional Qualifications to Run and Hold Office:**

- Shall reside within the county. (Tennessee Code Annotated § 8-48-101)

**Functions of Office:**

- The Blount County Trustee collects and accounts for State, Federal, and local funds used to operate Blount County Government.
  - The Trustee also manages the investment of temporarily idle funds and supervises the cash flow for Blount County Government.
  - According to State law, the Trustee uses accounts at each local bank and other lawful methods to manage the funds of Blount County Government.
- The Trustee has no direct control over spending within Blount County Government but does have to ensure that departments have the necessary cash in the bank to cover their expenditures.
- The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

SS-3010 REV 11/01

CHECK ONE:  NEW REGISTRATION  ADDRESS CHANGE  NAME CHANGE

1 LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

2 ADDRESS WHERE YOU LIVE (DO NOT GIVE A P.O. BOX) \_\_\_\_\_ APT. # \_\_\_\_\_

3 ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT FROM #3) \_\_\_\_\_

4 DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER, if any \_\_\_\_\_ DAYTIME PHONE NUMBER \_\_\_\_\_

5 NAME AND ADDRESS ON LAST VOTER REGISTRATION \_\_\_\_\_

8 NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER, if any \_\_\_\_\_ DAYTIME PHONE NUMBER \_\_\_\_\_

5 NAME AND ADDRESS ON LAST VOTER REGISTRATION \_\_\_\_\_

8 NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FOR COUNTY ELECTION COMMISSION USE ONLY

Mail \_\_\_\_\_ Reg # \_\_\_\_\_ Approved \_\_\_\_\_ Exp. Date \_\_\_\_\_

P/A \_\_\_\_\_ District \_\_\_\_\_ Precinct \_\_\_\_\_ Ward \_\_\_\_\_

MIDDLE INITIAL \_\_\_\_\_ SEX  M  F RACE (OPTIONAL) \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(Required under TCA 3-3-116 for purpose of identification and to avoid duplicate registration)

7

WARNING: Giving false information to register to vote or attempting to register when not qualified is a felony punishable by not less than one (1) year nor more than six (6) years' imprisonment or a fine of \$3,000 or both.

By completing the questions below and signing my name, I am swearing (or affirming) that the information I have provided is true, subject to the WARNING as stated.

Yes No

1. I am a U.S. citizen. \_\_\_\_\_

2. I am a resident of the State of Tennessee. \_\_\_\_\_

3. I will be at least 18 years old on or before the next election. \_\_\_\_\_

4. I have been convicted of a felony. \_\_\_\_\_

Signature (or mark) of Applicant \_\_\_\_\_ Date \_\_\_\_\_

If Applicant is unable to sign, provide signature of person who signed for Applicant \_\_\_\_\_

Signature of Person Assisting \_\_\_\_\_

Address \_\_\_\_\_

# Mail-In Application For Voter Registration

You can use this form to:

- ☛ register to vote in Tennessee, or to
- ☛ let us know that your name or address has changed.

To register to vote:

- ☛ you must be a U.S. citizen, AND
- ☛ you must be a resident of Tennessee, AND
- ☛ you must be at least 18 years old on/or before the next election, AND
- ☛ you must not have been convicted of a felony, or if you have, your full rights of citizenship must have been restored (or you must have received a pardon).
- ☛ **Anyone who registers by mail, must vote in person the first time he or she votes after registering.**

<p>Are you interested in working on Election Day?</p> <p> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </p>
--

**MAIL OR HAND DELIVER THIS FORM TO YOUR COUNTY ELECTION COMMISSION.**

**Instructions / checklist:**

- Please PRINT with a blue or black **INK** pen (not felt tip).
- Provide the information in items 1-8 below, read the VOTER DECLARATION, and sign by the "X".
- An application for voter registration must be postmarked or hand delivered to the proper county election commission office at least 30 days before an election.
- Voter registration records are public records, open to inspection by any citizen of Tennessee.

**YOU ARE NOT REGISTERED TO VOTE UNTIL YOU RECEIVE A VOTER REGISTRATION CARD.**

*If you are qualified and the information on your form is complete, we will add your name to the county's voter rolls. We will then mail you a voter card. This card will tell you where to vote.*

*For more information, call your county election commission.*

Fold Here