

# **BYLAWS**

of the

**Tompkins County Strategic Tourism Planning Board**

**Amended by Legislative Resolution June 2012**

**Amended by Legislative Resolution Oct. 2008**

**Amended by Board Resolution No. 29 of 2002**

**Amended by Board Resolution No. 272 of 2001**

**Revised and Adopted by the STPB on March 2, 2000**

**Adopted by Board Resolution No.145 of 2000**

**Amended by Board Resolution No.231 of 2000**

**Amended by Board Resolution 338 of 1998**

**ARTICLE ONE: NAME AND STATUTORY AUTHORITY**

- Section 1. Name. The name of this organization shall be the Tompkins County Strategic Tourism Planning Board (STPB).
- Section 2. Organizational Authority. The Tompkins County Strategic Tourism Planning Board is authorized by and operates pursuant to Resolution 339 of 1998 of the Tompkins County Legislature and subsequent resolutions relating to membership and function of the STPB.

**ARTICLE TWO: ORGANIZATION PURPOSES**

- Section 1. Powers and Duties. The purposes of the Tompkins County Strategic Tourism Planning Board (hereinafter referred to as the STPB) shall be:
1. To advise the appropriate committee of the Tompkins County Legislature, as well as the full Tompkins County Legislature, on all aspects of tourism development in Tompkins County.
  2. To review and evaluate the activities of all entities receiving funds from the Tompkins County Room Occupancy Tax and to make recommendations to the entities receiving those funds as well as the Tompkins County Legislature in respect to their most appropriate and effective use. This includes the oversight of Tourism Grant Programs in place to assist events and programs of interest to local residents in attracting a broader audience from outside the County.
  3. To develop a tourism policy for review and adoption by the Tompkins County Legislature. The policy shall be developed with input from members of the community who are interested in and informed about local tourism development, and shall address all issues raised by reports and information pertinent to all aspects of tourism development.
  4. To advise the Tompkins County Legislature, pursuant to the above clauses, on the allocation of proceeds from the Tompkins County Room Occupancy Tax.

**ARTICLE THREE: MEMBERSHIP**

- Section 1. Appointment Procedure. Voting Members of the STPB shall be appointed by the Tompkins County Legislature on the recommendations of the appropriate committee of that Board, to represent those segments of the community designated by Resolution 339

of 1998 and subsequent amendments.

a. Voting Members

The STPB shall have 18 voting members as follows:

Two Lodging representatives  
One Recreation representative  
One Agriculture representative  
Four Arts/Culture representatives  
One Cornell University representative  
One Ithaca College representative  
One Tompkins Cortland Community College representative  
Seven At-large representatives

b. Non-Voting Representatives

The STPB shall have 7 non-voting representatives, one each from:

The Tompkins County Legislature  
Tompkins County Chamber of Commerce  
Ithaca / Tompkins County Convention and Visitors Bureau  
Governmental Transportation  
Tompkins County Area Development  
Downtown Ithaca Alliance  
Community Arts Partnership

Section 2. Term.

Appointments to the STPB are for three-year terms expiring on December 31st of the third calendar year, or when a successor is appointed.

A member may be reappointed to serve no more than two consecutive full terms. A full term will be defined as a period of at least 25 months and no more than 36 months.

If a member is appointed to fill an unexpired vacant term of twenty-four months or less, the member will be eligible to be reappointed to two full three-year terms in addition to the partial term created by the vacancy.

Members who have completed two full terms and subsequently left the board will be eligible to reapply after a minimum of 12 months off of the board.

Designated representatives of Cornell University, Ithaca

College and Tompkins Cortland Community College are nominated or recommended by their respective institutions. Said representatives are not subject to term limits and their length of service shall be determined by their respective institution.

Section 3. Vacancies.

Vacancies in the membership of the STPB shall be reported by the STPB to the appropriate committee of the Legislature. Recommendations to fill vacancies shall be solicited by the members of that committee from the general public, organizations, departments or agencies affected. Vacancies on the STPB shall be filled pursuant to the appointment process outlined in the Rules of the Legislature.

Section 4. Duties.

Members are expected to attend all STPB meetings; to participate actively in the work of the STPB; to share with the STPB such matters of local or general tourism concerns of the organization, community or agency they represent as they deem appropriate; and to convey to their respective groups such matters as may be deemed relevant.

Section 5. Attendance.

Absences caused by illness or by personal matters of importance should be reported in advance and are excusable. Members absent three times during a calendar year without having been excused will be expected to and asked to resign. Three unexplained consecutive absences shall constitute a resignation per County Charter section 2.20 titled "Failure of County Appointed Officials to Attend Meetings." The Chair of the STPB shall notify the Chair of the appropriate committee of the Tompkins County Legislature of this action, with a copy of the notification sent to the represented agency or group. Vacancies created by such resignations shall be filled by the normal appointment process, as specified in Article 3, Section 3.

Section 6. Associate Members.

In order to provide additional expertise or as a supplement to the efforts exerted by STPB members on issues requiring extensive commitments of time and energy, the STPB may recruit individuals to serve as Associate Members. Associate Members are appointed by the Chair of the STPB. An Associate Member cannot serve on a Standing Committee and is not a voting member of STPB, nor may he/she speak on behalf of the STPB. However, once officially appointed by the Chair of the STPB to a non-standing committee, he/she may serve as chair of that committee and may vote as a member of that committee.

Section 7. Code of Ethics

All Members and Associate Members shall comply with the Tompkins County Code of Ethics.

**ARTICLE FOUR: OFFICERS**

Section 1. Officers.

There shall be a Chair and Vice-Chair selected from the membership and elected at the first regular meeting of each year.

Section 2. Duties.

The Chair shall prepare and distribute an agenda in advance and shall preside at all meetings; shall review the draft version of the meeting summaries before circulation; and shall have the usual powers and duties of a Chair. The Vice-Chair shall perform these duties in the absence of a Chair.

Section 3. Election of Officers.

Election of officers shall be held at the first regular meeting of each year. The Nominating Committee (see Article Six, Section 2) shall present a slate of officers for the subsequent year by the last meeting of each calendar year and nominations may also be made from the floor.

Section 4. Term of Office.

The term of office shall begin at the close of the meeting at which the new officers are elected. No member shall hold more than one office at a time.

Section 5. Filling of Vacancies.

A vacancy in the office of Chair shall be filled by the elevation of the Vice-Chair. The vacancy in the office of Vice-Chair shall be filled by nomination and election within two months.

**ARTICLE FIVE: MEETINGS AND PROCEDURES**

Section 1. Meetings.

The STPB shall have a minimum of six meetings per year. A list of the year's meetings shall be promulgated at the beginning of the calendar year, and additional meetings may be scheduled at the request of the STPB Chair. Special meetings may be called by the Chair or shall be called upon the request of the appropriate committee of the Legislature or upon written request of at least five (5) members. The purpose of special meetings shall be stated in the call; at least three days notice shall be given. All meetings of the STPB shall be conducted in conformance with the Open Meetings Law of the State of New York.

Section 2. Quorum.

A quorum shall consist of the majority of the appointed voting members.

Section 3. Voting.

Voting shall be by show of hands or voice vote, unless a roll call is requested. A resolution or other business shall be considered adopted if a majority of votes of all duly authorized members of the STPB present at the meeting are cast in the affirmative, but in no case shall a resolution be passed with fewer than six members voting in the affirmative. Only those present at meetings are allowed to vote. There shall be no proxy votes and no telephone votes.

Section 4. Summary of Meetings.

A summary of the meeting shall be prepared by the STPB, or by agreement, by a staff person assigned to the STPB by Tompkins County.

Section 5. Special Orders.

Each resolution, recommendation or report that is directed to a particular department, agency, or group shall specify to whom it is directed and to whom written copies are to be forwarded. It shall be the duty of the Chair of the STPB, or, by agreement, a staff person of Tompkins County, to transmit any and all such resolutions, recommendations, or reports.

**ARTICLE SIX: COMMITTEES**

Section 1. Summary of Committees.

The standing committees shall be the Nominating Committee, the Membership & Bylaws Committee and the Budget Committee. Other committees, composed of at least two voting members of the STPB, may be created by the STPB Chair.

The committees shall perform such duties as may be delegated to them by the establishing motion or by the Chair. Committees other than standing committees may select such advisors from outside the membership as they may deem necessary to perform their tasks. Committees may only be abolished by the entity that creates them. Committee chairs are appointed by the STPB Chair, except the Nominating Committee chair who is chosen by vote of Nominating Committee members.

Section 2. Committee Descriptions.

The Budget Committee will consist of at least four voting members, and will be responsible for reviewing room occupancy tax revenues and projections, evaluating budget proposals, and drafting annual Tourism Program budget recommendations with Tompkins County staff support.

The Nominating Committee shall consist of at least three voting

members. It shall be appointed annually by vote of the STPB membership and it shall be responsible for presenting a slate of officers no later than the last regular meeting of the year. A member other than a prospective officer shall serve as chair of the Nominating Committee.

The Membership & Bylaws Committee shall consist of at least three voting members and shall recruit and recommend new STPB members and associate members and pursue board development initiatives as needed and recommend revisions to bylaws as needed.

Tourism grant programs will have grant review committees consisting of at least two voting members and will be responsible for reviewing grant proposals and developing funding recommendations based on criteria established by the STPB.

#### **ARTICLE SEVEN: CONSULTANT AND STAFF SUPPORT**

Tompkins County may provide staff support to the STPB. A consultant or other outside support service may be retained only upon approval of the appropriate committee of the Tompkins County Legislature.

#### **ARTICLE EIGHT: PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of **Robert's Rules of Order**, Revised, shall govern the STPB in all cases to which they are applicable and when they are not superseded by State or County laws, these bylaws, or any special rules of order adopted by the STPB.

#### **ARTICLE NINE: ESTABLISHMENT AND AMENDMENT OF BYLAWS**

These bylaws shall be considered established upon approval by the Tompkins County Legislature. Recommendations to amend these bylaws may occur at any regular meeting of the STPB by a two-thirds vote of appointed voting members, provided that the need for the amendment has been discussed at a previous meeting and a draft amendment has been circulated to all STPB members prior to the voting meeting. Recommendations shall be submitted to the appropriate committee of the Tompkins County Legislature for recommendation to the full Legislature for approval.