

**STRATEGIC TOURISM PLANNING BOARD
BYLAWS**

Adopted by Res. No. 339 of December 15, 1998

**Amended by Board Resolution No.231 of November 8, 2000
Adopted by Board Resolution No.145 of June 20, 2000
Amended by Board Resolution No. 272 of November 7, 2001
Amended by Board Resolution No. 29 of February 19, 2002
Amended by Legislative Resolution No. 210 of October 21, 2008
Amended by Legislative Resolution No. 109 of June 19, 2012
Amended by Legislative Resolution No. 217 of December 15, 2020
Amended by Legislative Resolution No. 316 of December 17, 2024**

ARTICLE I: NAME

The name of this advisory board to the Tompkins County Legislature is the Strategic Tourism Planning Board (STPB) hereafter “Body.”

ARTICLE II: STATEMENT OF PURPOSE

The purpose of the Body shall be:

1. To advise the appropriate Committee of the Tompkins County Legislature, as well as the Tompkins County Legislature on all aspects of tourism development in Tompkins County.
2. To review and evaluate the activities of entities receiving funds from the Tompkins County Room Occupancy Tax and to make recommendations to these entities and the Tompkins County Legislature in respect to the most appropriate and effective use of those funds. This includes the oversight of Tourism Grant Programs in place to assist events and programs of interest to residents in attracting a broader audience from outside of Tompkins County.
3. To develop, with input, a tourism policy for review and adoption by the Tompkins County Legislature that 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 III: MEMBERSHIP

1. Membership: The Body shall be composed of eighteen (18) voting members comprised as follows:
 - Two (2) Lodging representatives
 - Two (2) Recreation representatives
 - Two (2) Agri-culinary representatives
 - Two (2) Arts/Culture representatives
 - One (1) Cornell University representative
 - One (1) Ithaca College representative
 - One (1) Tompkins Cortland Community College (TC3) representative

- Seven (7) At-large representatives

The Body shall also include non-voting representatives from the following organizations:

- The County's designated tourism promotion agency (TPA)
- Tompkins County Chamber of Commerce
- Ithaca Area Economic Development (IAED)
- Ithaca Downtown Conference Center
- Downtown Ithaca Alliance
- Community Arts Partnership
- Public Transportation

There shall be one (1) County Legislator Liaison, a non-voting seat, to the STPB selected annually.

2. Term: Each of these members shall be appointed by the Tompkins County Legislature for a term of three (3) years. Appointments shall be staggered, expiring December 31st. The Office of the Clerk of the Legislature shall maintain a list of upcoming expiring terms of appointment and any vacancies that need filling. The Office of the Clerk of the Legislature shall notify board members whose terms are expiring.
 - a. Term Limits: Members may be reappointed to serve no more than three consecutive terms. A full term is defined as a period of at least 25 months and no more than 36 months. Members who have completed three full terms and subsequently left the Body will be eligible to reapply after a minimum of 12 months off the board.
 - b. Academic Institution Appointments: Designated representatives of Cornell University, Ithaca College, and TC3 are nominated by their respective institutions and are not subject to term limits.
3. Selection Process: Candidates shall complete the appropriate application and file it with the Office of the Clerk of the Legislature for proper routing and approval by the County Legislature and in accordance with Administrative Policy Manual: Policy 08-26: Advisory Committees and Advisory Boards Appointed by the County Legislature.
4. Residency: Members of the Body must reside in Tompkins County, as outlined in the Administrative Policy Manual: Policy 08-26: Advisory Committees and Advisory Boards Appointed by the County Legislature.
5. Vacancy: In the event of a death or resignation of any member of the Body, a successor shall be recommended as soon as possible by the Body and shall follow the selection process previously stated. Resignations should be submitted to the Office of the Clerk of the Legislature.
6. Qualifications: The membership should be comprised of representatives from diverse backgrounds and perspective of a broad cross section of Tompkins County. Residency within Tompkins County is a requirement for members serving on the Body. Each member will be bound by the Tompkins County Code of Ethics.
7. Voting: Each member shall have one vote for official body action.
8. Removal: After three consecutive unexcused absences, in accordance with Tompkins County Local Law No. 2 of 2004, by a committee member as determined by the Committee Chair, the committee member shall be deemed to have resigned their appointment. Absences caused by illness or by personal matters of importance should be reported in advance and are excusable.

ARTICLE IV: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Body and its members as defined in the establishing/aforementioned legislation are incorporated in these bylaws, as follows:

The standing Committees shall be:

- the Nominating Committee,
- the Membership & Bylaws Committee, and
- the Budget Committee.

The Budget Committee will consist of at least four (4) 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 (3) 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 (3) 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.

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.

ARTICLE V: OFFICERS

1. Officers: The Body shall have a Chair and Vice-Chair.
 - a) The Chair shall be elected annually at the first meeting of the year by a majority of the members of the Body.
 - b) The Vice Chair shall be elected annually by a majority of the members of the Body, following the election of the Chair.
2. 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.
3. Chair: The Chair shall lead the body by setting agendas, presiding over meetings, and calling them to order. The Body Chair shall serve as the primary liaison between the Body and the Tompkins County Legislature, reporting on the Body's work to the assigned Legislative Committee and preparing and submitting an annual report.

4. Vice Chair: The Vice Chair shall have such powers as the Body shall from time to time designate, or such powers as the Chair shall from time to time delegate to them. In the absence or inability of the Chair to act, the Vice Chair shall assume the powers and duties of the Chair.

ARTICLE VI: MEETINGS

1. Schedule: The Body shall meet monthly at a specific time and place to be designated by the Chair. These meetings, except executive sessions, shall be open to all interested persons and be held at times and places convenient for public attendance.
2. Virtual Attendance: Members may attend meetings virtually when videoconferencing technology is available at the designated meeting location. Members attending virtually must be visible and audible to other members and the public throughout the meeting. In the event of technical difficulties that prevent effective participation, the Chair may require a member attending virtually to disconnect, and such member shall be marked as absent for the remainder of the meeting or until the connection is restored.
3. Special Meetings: Special meetings shall be called by the Chair or upon the written request of five (5) voting members of the Body. Notices for all special meetings shall specify the time, place, and agenda items, and be distributed in a timely manner. No business other than that specified in such notice shall be transacted at any such meeting except by unanimous consent of the Body members present.
4. Quorum: A quorum for conducting business, as defined in the Tompkins County Charter, shall mean a majority of the total voting number of Body seats as if there were no vacancies or disqualified voting members. Virtual attendance shall count toward quorum.
5. Decisions: Decisions shall be made by a majority of the total voting number of seats of the Body. Votes conducted during meetings with virtual attendance shall be taken by roll call. Members attending virtually shall be required to have their camera on during voting.
6. Parliamentary Authority: Parliamentary authority for all meetings is the latest edition of Robert's Rules of Order, revised, except where it is in conflict with these Bylaws.

ARTICLE VII: AMENDMENTS

1. 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 no less than five (5) days prior to the voting meeting.
2. Amendments will become effective upon approval by the Tompkins County Legislature.

ARTICLE VIII: ADOPTION

These Bylaws, when approved by the Tompkins County Legislature, shall become adopted.