

~~**AMENDED**~~
~~**BROKEN ARROW, OKLAHOMA**~~
~~**BROKEN ARROW CONVENTION AND VISITORS BUREAU BYLAWS**~~
~~**2015**~~

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~~**ARTICLE I— AUTHORIZATION**~~

- ~~1.1— This Convention and Visitors Bureau is established in conformance with an ordinance adopted by the Broken Arrow City Council of Broken Arrow, Oklahoma. Authority to establish City boards and committees is granted to municipalities in Title 11 of the Oklahoma Statutes, Section 14-101 and the Ordinance codified as Broken Arrow Code Article XIV, Section 2-211, *et. seq.*~~
- ~~1.2— The official title of this board shall be "Broken Arrow Convention and Visitors Bureau," hereinafter referred to as the "CVB."~~

~~**ARTICLE II— PURPOSE**~~

- ~~2.1— The purpose of the CVB is to assist the City Council in developing and recommending programs to attract tourism to the City as defined in the Ordinance establishing the CVB, To advise the City Council on the creation, establishment, promotion, control, management, operation, improvement and maintenance of tourist attractions of a permanent or temporary character so that the City will be developed as a tourist destination and recommend to the City Manager an operating budget, capital budget and a capital program for the funds raised through the Broken Arrow Hotel/Motel Tax, and to recommend appropriate actions for carrying out various projects that comply with the specified guidelines of the CVB. (Broken Arrow Code Article XIV, Section 2-215, *et. seq.*)~~

~~**ARTICLE III— MEMBERSHIP**~~

- ~~3.1— The CVB shall consist of seven (7) members appointed by the Mayor and ratified by the City Council.~~
- ~~3.2— Each member serves a term of two (2) years.~~
- ~~3.3— Any vacancy in membership is filled by appointment of the City Council and shall be for the unexpired portion of the term only.~~
- ~~3.4— Any member of the CVB is eligible for reappointment.~~
- ~~3.5— Any member of the CVB may be removed by the City Council only for cause as provided in the Constitution and Laws of Oklahoma for the removal of municipal elective officers. Members of the Broken Arrow Convention and Visitors Bureau shall be removed only for cause as provided in the Oklahoma Constiution and state laws for the removal of municipal elected officers and any city ordinance governing boards, commissions, trusts or other agencies whose membership is appointed and confirmed by the city council.~~
- ~~3.6— The term of a CVB member expires at 5:00 p.m. on the last day in June September on the second year following appointment for a full term, under Broken Arrow Code Article XIV, Section 2-211, *et. seq.*~~
- ~~3.7— The City Council may provide for the payment of reasonable expenses incurred by CVB members in the performance of their official duties and compensation for authorized duties.~~

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~~**ARTICLE I IV— SELECTION OF OFFICERS**~~

- ~~4.1— Officers of the CVB shall consist of a Chairperson and Vice Chairperson and Secretary. The Chairperson and Vice Chairperson shall be elected by the membership. The Secretary shall serve at the request of the CVB. (Broken Arrow Code Article XIV, Section 2-211, *et. seq.*)~~
- ~~4.2— Nomination of officers shall be made from the floor at the first regular meeting each July September. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected. (Broken Arrow Code Article XIV, Section 2-211, *et. seq.*)~~
- ~~4.3— The term of office shall be for one (1) year or until a successor takes office.~~
- ~~4.4— Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.~~

~~An Officer Director may resign by giving written notice to the Board of Directors or to the Chair or Secretary of the Board of Directors. Such resignation shall take effect at the date of receipt of such notice or such later time as may be specified therein.~~

~~ARTICLE V – DUTIES OF OFFICERS~~

~~5-1 The Chairperson shall be a member of the CVB and shall:~~

~~5-1-1 Preside at all meetings~~

~~5-1-2 Appoint all committees~~

~~5-1-3 Rule on all procedural questions (subject to a reversal by a simple majority vote by the members present);~~

~~5-1-4 Be informed immediately of any official communication and report same at the next regular CVB meeting;~~

~~5-1-5 Carry out other duties as assigned by the CVB.~~

~~5-2 The Vice Chairperson shall be a member of the CVB and shall:~~

~~5-2-1 Act in the absence or inability of the Chairperson to act, with the full powers of the Chairperson.~~

~~5-3 The Secretary shall:~~

~~5-3-1 Record attendance at all meetings;~~

~~5-3-2 Record the minutes of the CVB meetings;~~

~~5-3-3 Notify all members of all meetings;~~

~~5-3-4 Give notice and be responsible for publishing public notices of all public hearings and public meetings;~~

~~5-3-5 Attend to the correspondence necessary for the execution of the duties and functions of the CVB including agendas and supporting documents;~~

~~5-3-6 Upon prior approval of the CVB, delegate to other government personnel and/or citizen volunteers duties or parts thereof required of the Secretary.~~

~~5-4 The Financial Secretary shall:~~

~~5-4-1 Provide financial updates including updated hotel/motel tax collections at each meeting.~~

~~ARTICLE VI – COMMITTEES~~

~~6-1 The Chairperson may form committees and appoint members, as needed, to carry out the purposes of the CVB.~~

~~ARTICLE VII – MEETINGS~~

~~7-1 Regular meetings of the CVB shall be held as provided in Article 10-2 herein. Special meetings shall be called as needed.~~

~~7-2 Special meetings may be called by the Chairperson or by four (4) members upon written request to the Tourism Director/Secretary. The Tourism Director/Secretary shall mail to all CVB members forty-eight (48) hours before a special meeting, a written notice giving the time, place and purpose of the meeting. Public notice of the special meeting will be given to the public as specified by the Open Meetings Act.~~

~~7-3 All meetings of the CVB shall be open to the public.~~

~~ARTICLE VIII – VOTING~~

~~8-1 A majority of the members shall constitute a quorum, four (4) members.~~

~~8-2 No action of the CVB shall be valid unless authorized by a majority vote of those present and voting.~~

~~ARTICLE IX – ORDER OF BUSINESS~~

~~9-1 The order of business for a regular meeting shall generally be:~~

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- ~~9-1-1 Call to order by Chairperson~~
- ~~9-1-2 Roll call and Introductions~~
- ~~9-1-3 Determination of a quorum~~
- ~~9-1-4 Consideration of minutes~~
- ~~9-1-5 General CVB Business~~
- ~~9-1-6 Tourism Director and Committee Reports~~
- ~~9-1-7 New/Old Business~~
- ~~9-1-8 Adjournment.~~

~~9-2 Parliamentary procedure in the CVB meetings shall be governed by Sturgis Standard Code of Parliamentary Procedure.~~

~~9-3 The CVB shall keep a set of minutes of each meeting, and these minutes shall become a public record once approved.~~

ARTICLE X—PUBLIC HEARINGS

~~10-1 In addition to those required by law, the CVB may hold public hearings on any matter which it deems to be in the best interest of the City for tourism, leisure and culture.~~

~~10-2 Notice shall be given in writing by December 15 of each calendar year of the schedule of meetings showing the date, time and place of regularly scheduled meetings for the following year. Such notice will be given to the municipal clerk. In addition to this advance notice in writing, all meetings will display public notice of such meetings with an agenda at least twenty four (24) hours in advance. Special meetings require forty eight (48) hours notice to the public. The Open Meeting Act will be complied with for all meetings of the CVB and its committees.~~

~~10-3 The Chairperson shall summarize the matter before the CVB, allow interested parties to address the CVB, and accept written statements and other documentation pertinent to the matter before the CVB.~~

~~10-4 No applicant information, documentation or exhibit will be considered by the CVB unless it has first been reviewed by the City's Department of Tourism according to that Department's deadline schedule. In the event that an applicant wishes to present material, which was not presented to the City's Department of Tourism in a timely manner, the CVB shall table the entire matter to a future meeting.~~

~~10-5 All exhibits presented to the CVB shall be retained by the CVB unless the presenter is able to provide the CVB with copies.~~

~~10-6 An accurate, written record shall be made of the proceedings of a public hearing and maintained as a part of the CVB files.~~

~~10-7 All approved meeting minutes will be made available for public inspection as specified by the Open Records Act.~~

ARTICLE XI—AMENDMENTS

~~11-1 These bylaws may be amended by a majority vote of the entire membership after thirty (30) days prior written notice to the CVB.~~

ARTICLE XII—CONVENTION AND VISITORS BUREAU POLICY

~~12-1 Frequently, the public asks how they can contact members of the CVB. The public may contact CVB members by two methods. The first method would be by letter correspondence, in which a letter may be left with the Tourism DirectorSecretary to the CVB who will deliver it to the members. The second method would be in meeting with the CVB members in person, by making the request with the Tourism DirectorSecretary to the CVB who will then contact the CVB members and relay the request. In no instance should a City staff member give out a CVB member's address or telephone number without their approval. When making a copy of the list of CVB members, their addresses should be covered so as not to be copied.~~

ARTICLE XIII—CODE OF ETHICS

- ~~13-1~~ ~~Conflict of Interest~~— A CVB member to whom some private benefit, direct or indirect, financial or otherwise, may come as a result of some public action should not be a participant in that action. The possibility or appearance of, not the actuality, of a conflict or interest should govern. The question is, “Do I think it would appear that I would be unbiased and impartial?” A CVB member experiencing a conflict of interest should declare his/her interest publicly, abstain from voting on the matter, and should refrain from any deliberations on the matter other than statements of fact. He or she should not discuss the matter privately with any fellow official for the purpose of influencing a decision thereon.
- ~~13-2~~ ~~Release of Information~~— No CVB member or City staff member shall use or transmit to others for private benefit any information derived from CVB activities unless and until such information is made available to the public.

~~ARTICLE XIV~~ ~~FISCAL YEAR~~

- ~~154-1~~ The fiscal year of the CVB shall commence on July 1 of each year and end on June 30 of each year.