

**ORDINANCE NO. \_\_\_\_\_**

**An ordinance amending Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-211 Created; Sec. 2-212 Appointments; Sec. 2-213. - Removal from office; Sec. 2-214. – Organization; Sec. 2-215. – Duties; Sec. 2-216. - Effective date of article - Repealed; and adding Sec. 2-217 Selection of Officers; Sec. 2-218 Codes of Ethics; and Sec. 2-219 Public Hearings; specifically incorporating the repealed CVB Bylaws into these ordinances.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROKEN ARROW:**

**SECTION I.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-211. – Created, is hereby amended to read as follows:

**Sec. 2-211. - Created.**

- (a) There is hereby created an agency of the city to be known as the Broken Arrow Convention and Visitors' Bureau, hereinafter referred to as the "CVB", which shall consist of seven members, two of whom shall be appointed by the mayor with the remaining five to be appointed by each council member subject to confirmation by a majority vote of the entire membership of the council.
- (b) Positions 1 and 2 shall be appointed by the mayor. Position 3 shall be appointed by the at-large council member and positions 4, 5, 6, and 7 shall be appointed by the council members from wards 1 through 4, respectively. At least one member of the board shall be a person possessing employment experience within the hotel industry, preferably at a facility within Broken Arrow.

**SECTION II.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-212. – Appointments, is hereby amended to read as follows:

**Sec. 2-212. - Appointments.**

Appointments shall be made for terms of two years. Appointed members of the Broken Arrow Convention and Visitors' Bureau shall serve without compensation, and shall not hold or be candidates for an elective public office.

**SECTION III.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-213. – Removal from office, is hereby amended to read as follows:

**Sec. 2-213. - Removal from office.**

Members of the Broken Arrow Convention and Visitors' Bureau shall be removed only for cause as provided in the Oklahoma Constitution and State Laws ~~Laws of Oklahoma~~ for the removal of municipal elective officers and any city ordinance governing boards, commissions, trusts or other agencies whose membership is appointed or confirmed by the city council.

**SECTION IV.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-214. – Organization, is hereby amended to read as follows:

**Sec. 2-214. - Organization.**

- ~~(1) The Broken Arrow Convention and Visitors' Bureau shall adopt rules for conducting its meetings and shall elect a~~ Any vacancy in membership shall be filled by appointment by the respective council member as described in Section 2-211, subject to confirmation by a majority vote of the entire membership of the council
- (2) Members of the CVB is eligible for reappointment
- (3) The term of a CVB member expires at 5:00 p.m. on the last day in September on the second year following appointment for a full term.
- (4) The City Council may provide for a payment of reasonable expenses incurred by CVB members in the performance of their official duties and compensation for authorized duties
- ~~(5) chairman and vice chairman from among its members;~~ it shall hold at least one (1) regularly scheduled meeting each quarter.
- ~~(+)(6)~~ All meetings shall be open to the public as provided by the Laws of Oklahoma.

**SECTION V.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-215. – Duties, is hereby amended to read as follows:

**Sec. 2-215. - Duties.**

The Broken Arrow Convention and Visitors Bureau shall:

- (a) Develop and recommend to the council a program to attract tourism to the city, including but not limited to sports tournaments and other recreational or entertainment opportunities.
- (b) Advise the council on the creation, establishment, promotion, control, management, operation, improvement, and maintenance of tourist attractions of a permanent or a temporary character so that Broken Arrow will be developed as a tourist destination.
- (c) Recommend to the city manager, on or before a date specified by the city manager, an operating budget, a capital budget, and a capital program for the funds raised through Broken Arrow's Hotel Tax.
- (d) Perform such other duties as may be established by ordinance or assigned by the council.

**SECTION VI.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-216. – Effective date of article, is hereby repealed:

**Sec. 2-216. - ~~Effective date of article. Reserved~~**

~~Broken Arrow Ordinance [No.] 1790 creates[d] a visitors and special events board, and authorizes[d] certain activities and duties performed, all contingent on the passage of the hotel tax. Due to a delay in the time the hotel tax will be submitted to the voters for ratification, the duties set forth in Ordinance [No.] 1790 shall not become effective until after 30 days from the date of the election, which election is presently scheduled for November 9, 1993. The formation of the board shall be effective simultaneously with the effective date of this ordinance.~~

**SECTION VII.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-217. – Selection of Officers, is hereby added to read as follows:

Sec. 2-217 Selection of Officers

- (1) Officers of the CVB shall consist of a Chairman and Vice-Chairman. The Chairman and Vice-Chairman shall be elected by the membership.
- (2) Nomination of officers shall be made from the floor at the first regular scheduled meeting each September. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- (3) The term of office shall be for two (2) years or until a successor takes office
- (4) Any vacancies in the office shall be filled for the unexpired portion of the term in the same manner as officers are originally chosen.

**SECTION VIII.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-218. – Codes of Ethics, is hereby added to read as follows:

Sec. 2-218 Codes of Ethics

Any 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. Any 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. He/or she should not discuss the matter privately with any fellow official for the purpose of influencing a decision thereof.

**SECTION IX.** Broken Arrow Code Chapter 2, Administration, Article XIV, Convention and Visitors' Bureau, Sec. 2-219. – Public Hearings, is hereby added to read as follows:

Sec. 2-219 Public Hearings

- (a) 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.
- (b) 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 all meetings will be posted for public notice which will provide an agenda at

least twenty-four (24) hours in advance. Special meetings will be provided at least forty-eight (48) hours in advance to the public. The Open Meeting Act will be complied with for all meetings of the CVB and its committees.

(c) The Chairperson shall summarize each item on the agenda before the CVB, allow interested parties to address the CVB, and accept written statements and other documentation pertinent to the matter before the CVB.

(d) All exhibits presented to the CVB shall be retained by the CVB unless the presenter is able to provide the CVB with copies.

(e) An accurate, written record shall be made of the proceedings and maintained as a part of the CVB files.

(f) All approved meeting minutes will be made available for public inspection as specified by the Open Records Act.

**SECTION X.** Any ordinance or parts of ordinances found to be in conflict herewith are hereby repealed.

**SECTION XI.** An emergency exists for the preservation of the public health, peace and safety, and therefore this ordinance shall become effective from and after the time of its passage and approval.

**PASSED AND APPROVED** and the emergency clause ruled upon separately this 1<sup>st</sup> day of December, 2015.

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MAYOR

ATTEST:

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(Seal) CITY CLERK

APPROVED:

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ASSISTANT CITY ATTORNEY