St. Marys Convention and Visitors Bureau Authority

Bylaws

The St. Marys Convention and Visitors Bureau Authority (CVB) was created by an act of the Georgia General Assembly in 2003, and modified through legislation passed by the 2009 Georgia General Assembly. The CVB is a political subdivision of the state given the responsibility for the promotion of tourism, trade and conventions for the City of St. Marys. Pursuant to the legislation passed by the General Assembly these By-Laws are promulgated and adopted by the members of the CVB and will be followed.

Article I

Members

Section 1: Power of members

1. The governing body of the CVB shall be the members.

2. The CVB shall consist of nine members.

Section 2: Members qualifications

1. Each member shall be a person who shall be at least 18 years of age.

2. Each member shall be a resident of the City or operate a business within the City, or be a representative of a business in the city.

3. Each member of the city council shall appoint one member to the authority. Two members shall be selected from the hotel and motel sector, two members shall be selected from the bed and breakfast sector, and two members shall be selected from the shops, restaurants or concerned citizens sector. Two members shall be selected by the city council as a whole and shall be approved by a majority vote of the council. The Mayor shall appoint, as a ninth member of the authority, one incumbent council member, who shall be approved by a majority vote of the council.

4. Effective February 1, 2010, three members shall be selected to begin their term February 1, 2010, and shall serve until January 31, 2011, and their successors shall serve for three-year terms thereafter. Three members shall be selected to begin their term February 1, 2010, and shall serve until January 31, 2012, and their successors shall serve for three-year terms thereafter. Three members shall be selected to begin their term February 1, 2010, and shall serve until January 31, 2013, and their successors shall serve for three-year terms thereafter.

5. In the event that the required membership representation from the Bed & Breakfast and/or Hotel sector cannot be filled as a result of courtesy industry closures within St. Marys, an alternate may be recommended by the CVB to the City Council for the Council's approval until another courtesy industry establishment opens in St. Marys.
Section 3: Member Guidelines

1. A quorum shall consist of five members.
2. All members shall be entitled to vote.
3. Anyone interested in serving on the CVB Authority shall submit a letter requesting to serve on the authority detailing their qualifications. Letters shall be delivered to the City Clerk.
4. A member may resign from membership in the CVB by submitting a written notification of their resignation.

Article II
Meetings

Section 1: Monthly Meetings

1. The CVB shall hold a business meeting once a month at a time determined by the CVB.
2. Meetings may be cancelled at the discretion of the CVB and with notification of the public 24 hours prior to the scheduled regular meeting.
3. Special meetings may be called by the CVB with a minimum 24 hour public notice.
4. Written minutes shall be kept for each CVB meeting.
5. CVB Workshops may be scheduled but no business may be voted on or approved during a workshop.
6. Meetings will be conducted in accordance with Robert's Rules of Order.

Article III
Officers

Section 1: Elected Officers

1. One member of the CVB shall be elected by a majority vote of the members to serve as:
   a. Chairperson
   b. Vice Chairperson
   c. Secretary
2. The Chairperson shall preside over each meeting.
3. The Vice Chairperson shall preside over meetings in the absence of the Chairperson and assist the chairperson as needed.
4. The secretary shall certify any documents and shall submit all meeting minutes to the CVB members for approval. A recording secretary may be appointed by the board from the membership or staff to assist in the recording of the minutes.
Section 2: Elections

1. New officers shall be nominated and elected in February to begin service at the first regular meeting in February.
2. Each elected officer shall serve the remaining term of the year in which they are elected.

Article IV
Amendments

Section 1: Changes in By-laws

1. By-laws may be amended with advance notice in writing of proposed changes of at least one week/7 days by a majority affirmative vote of all members of the current CVB members. Any recommended changes must be submitted in writing to be placed on a regular monthly meeting agenda to be discussed and then voted on at the following regular monthly meeting.
2. Any changes to the By-laws by the CVB must be submitted to City Council for approval.

Board Duties

Chairperson
Presides at all meetings of the authority.
Provides leadership to the Board in reviewing and deciding upon matters presented to the Board.
Respects the confidentiality of Board discussions and publicly supports actions taken by the board.
Participates in outside activities that will enhance the CVB’s visibility and fulfill the CVB’s public obligations as a member of the community.
Ensures financial information is sent to the state.
Presents Annual CVB Report to City council as scheduled by the City Clerk.

Vice Chairperson
Assumes responsibility of the Chairperson in his or her absence.
Assists the Chairperson in carrying out the functions of that office and performs specific duties as delegated by the Chairperson.
Respects the confidentiality of Board discussions and publicly supports the actions taken by the board.
Represents the CVB with other organizations as requested by the Chairperson.
Enhance the CVB public image.

Secretary
Maintain records for all meetings of the CVB.
Performs duties as assigned by the Chairperson.
Represents the CVB with other organizations as requested by the Chairperson.
Enhance the CVB's public image.

**Members**

- Attend all CVB meetings and activities.
- Become knowledgeable about the CVB and hospitality industry.
- Prepare for and contribute to CVB monthly meetings and committee meetings.
- Participate in outside activities that will enhance the CVB's visibility and fulfill the CVB's public obligations as a member of the community.
- Serve on at least one committee.
- Keep the Chairperson informed about concerns within the community.
- Act as trustees for community stakeholders.
- Represent the CVB with other organizations as requested by the Chairperson.
- Enhance the CVB public image.

**Committee Chairperson**

- Direct committee meetings.
- Report committee meetings results to CVB during monthly meeting.
- Ensure that the mission and goals of the CVB are fulfilled by participating, deliberating and making decisions that are in the best interest of the CVB, the tourism industry and the community.
- Lead in the development of committee objectives and goals.

ST. MARYS CONVENTION & VISITORS BUREAU CITY OF ST. MARYS, GEORGIA

ADOPTED THIS 18TH DAY OF JULY, 2011.

BARBARA RYAN, CHAIRMAN

WILLIAM T. DELOUGHY, MAYOR

ATTEST:

ANGELA WIGGER, DIRECTOR OF TOURISM

DARLENE M. ROELLIG, CITY CLERK