

1 **St. Marys Convention and Visitors Bureau Authority**

2 **Bylaws**

3 The St. Marys Convention and Visitors Bureau Authority (CVB) was created by an act of the Georgia  
4 General Assembly in 2003, and modified through legislation passed by the 2009 Georgia General  
5 Assembly<sup>1</sup>. The CVB is a political subdivision of the state given the responsibility for the promotion of  
6 tourism, trade and conventions for the City of St. Marys. Pursuant to the legislation passed by the  
7 General Assembly these By-Laws are promulgated and adopted by the members of the CVB and will be  
8 followed.

9 **Article I**  
10 **Members**

11 Section 1: Power of members

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- 13 1. The governing body of the CVB shall be the members.
  - 14 2. The CVB shall consist of nine members.
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17 Section 2: Members qualifications

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- 19 1. Each member shall be a person who shall be at least 18 years of age.
  - 20 2. Each member shall be a resident of the City or operate a business within the City, or be a  
21 representative of a business in the city.
  - 22 3. Each member of the city council shall appoint one member to the authority. Two members  
23 shall be selected from the hotel and motel sector, two members shall be selected from the  
24 bed and breakfast sector, and two members shall be selected from the shops, restaurants or  
25 concerned citizens sector. Two members shall be selected by the city council as a whole and  
26 shall be approved by a majority vote of the council. The Mayor shall appoint, as a ninth  
27 member of the authority, one incumbent council member, who shall be approved by a  
28 majority vote of the council.
  - 29 4. Effective February 1, 2010, three members shall be selected to begin their term February 1,  
30 2010, and shall serve until January 31, 2011, and their successors shall serve for three-year  
31 terms thereafter. Three members shall be selected to begin their term February 1, 2010,  
32 and shall serve until January 31, 2012, and their successors shall serve for three-year terms  
33 thereafter. Three members shall be selected to begin their term February 1, 2010, and shall  
34 serve until January 31, 2013, and their successors shall serve for three-year terms  
35 thereafter.
  - 36 5. In the event that the required membership representation from the Bed & Breakfast and/or  
37 Hotel sector cannot be filled as a result of courtesy industry closures within St. Marys, an  
38 alternate may be recommended by the CVB to the City Council for the Council's approval  
39 until another courtesy industry establishment opens in St. Marys.
- 40

41 Section 3: Member Guidelines

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

49

50 **Article II**  
51 **Meetings**

52 Section 1: Monthly Meetings

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- 54 1. The CVB shall hold a business meeting once a month at a time determined by the CVB.
- 55 2. Meetings may be cancelled at the discretion of the CVB and with notification of the public  
56 24 hours prior to the scheduled regular meeting.
- 57 3. Special meetings may be called by the CVB with a minimum 24 hour public notice.
- 58 4. Written minutes shall be kept for each CVB meeting.
- 59 5. CVB Workshops may be scheduled but no business may be voted on or approved during a  
60 workshop.
- 61 6. Meetings will be conducted in accordance with Robert's Rules of Order.

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63

64 **Article III**  
65 **Officers**

66 Section 1: Elected Officers

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- 68 1. One member of the CVB shall be elected by a majority vote of the members to serve  
69 as:

70 a. Chairperson

71 b. Vice Chairperson

72 c. Secretary

- 73 2. The Chairperson shall preside over each meeting.
- 74 3. The Vice Chairperson shall preside over meetings in the absence of the Chairperson and  
75 assist the chairperson as needed.
- 76 4. The secretary shall certify any documents and shall submit all meeting minutes to the CVB  
77 members for approval. A recording secretary may be appointed by the board from the  
78 membership or staff to assist in the recording of the minutes.

79

80 Section 2: Elections

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

85

86 **Article IV**  
87 **Amendments**

88 Section 1: Changes in By-laws

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

95

96 **Board Duties**

97 **Chairperson**

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

105

106 **Vice Chairperson**

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

113

114 **Secretary**

- 115 Maintain records for all meetings of the CVB.
- 116 Performs duties as assigned by the Chairperson.
- 117 Represents the CVB with other organizations as requested by the Chairperson.

118 Enhance the CVB's public image.

119 **Members**

120 Attend all CVB meetings and activities.

121 Become knowledgeable about the CVB and hospitality industry.

122 Prepare for and contribute to CVB monthly meetings and committee meetings.

123 Participate in outside activities that will enhance the CVB's visibility and fulfill the CVB's public  
124 obligations as a member of the community.

125 Serve on at least one committee.

126 Keep the Chairperson informed about concerns within the community.

127 Act as trustees for community stakeholders.

128 Represent the CVB with other organizations as requested by the Chairperson.

129 Enhance the CVB public image.

130

131 **Committee Chairperson**

132 Direct committee meetings.

133 Report committee meetings results to CVB during monthly meeting.

134 Ensure that the mission and goals of the CVB are fulfilled by participating, deliberating and making  
135 decisions that are in the best interest of the CVB, the tourism industry and the community.

136 Lead in the development of committee objectives and goals.

137

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

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141 ADOPTED THIS 18TH DAY OF JULY, 2011.

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BARBARA RYAN, CHAIRMAN

144 BARBARA RYAN, CHAIRMAN

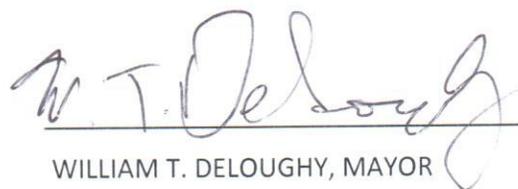
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146 ATTEST:

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ANGELA WIGGER, DIRECTOR OF TOURISM

148 ANGELA WIGGER, DIRECTOR OF TOURISM

  
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WILLIAM T. DELOUGHY, MAYOR

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ATTEST:

  
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DARLENE M. ROELLIG, CITY CLERK

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