



**Otoe County Visitor's Committee**  
**By-Laws**  
Revised July 21, 2010

**ARTICLE I**

**NAME**

The name of this organization shall be the Otoe County Visitor's Committee, hereinafter referred to as the "Advisory Committee".

**ARTICLE II**

**PURPOSE**

The purpose of the Advisory Committee shall be to advise the Otoe County Board of Commissioners in administering the Otoe County Visitor's Promotion Fund which proceeds shall be used generally to promote, encourage, and attract visitors to come to Otoe County, Nebraska, and use the travel and tourism facilities within Otoe County. In furtherance of this purpose, the Advisory Committee shall:

- 1) Act as an advisor to the Otoe County Board of Commissioners in the procurement of contractual services, if so desired, to carry out the provisions of the Nebraska Visitor's Development Act;
- 2) Monitor and maintain a working relationship with any contractor or contractors that may be chosen;
- 3) Review the budget and make specific recommendations to the Board of Otoe County Commissioners regarding administration of the proceeds of the County Visitor's Promotion Funds;
  - a) Consider grant applications for advertising funds. Grant forms must be completed by all entities requesting funds.
- 4) Promote a better understanding of and seek community support for the travel and tourism industry by interpreting the role that it has in Otoe County.
- 5) The Chairperson and one other member of the Advisory Committee shall report annually to the Otoe County Board of Commissioners and state the activities and progress from the previous fiscal year.

**ARTICLE III**

**DEFINITIONS**

The definitions provided by Nebraska law in the Nebraska Visitor's Development Act are adopted by the Otoe County Visitor's Committee and incorporated herein.

**ARTICLE IV**

**MEMBERSHIP**

Section 1. The members of the Advisory Committee shall be appointed by the Otoe County Board of Commissioners.

Section 2. The Advisory Committee shall consist of seven residents of Otoe County, at least two but no more than three of whom shall be from the hotel industry (as that term is defined by Neb. Rev. Stat. 81-1247, as amended from time to time).

Section 3. Each member of the Advisory Committee shall serve a term of four years. The Advisory Committee shall, upon a two-thirds vote, make recommendations to the Otoe County Board of Commissioners for appointments. All new appointments shall become effective upon appointment by the Otoe County Board of Commissioners.

Section 4. As soon as practicable after notification of a vacancy on the Advisory Committee, the Otoe County Board of Commissioners shall appoint a replacement to complete the unexpired term.

Section 5. Members shall receive no compensation for their services, except reimbursement for necessary expenses. (The funds for these expenses shall be contained in the Advisory Committee Contingency Fund set up in the annual budget.) All expenses must be approved by both the Chairperson of the Advisory Committee and approved as a claim by the Otoe County Board of Commissioners.

Section 6. Each member shall be required to sign a "Conflict of Interest" disclaimer.

## **ARTICLE V**

### **MEETINGS**

Section 1. The Advisory Committee shall meet monthly, at a time and place agreed upon by the membership.

Section 2. Special meetings may be called by the Chairperson of the Advisory Committee or by the Otoe County Board of Commissioners.

Section 3. Four of the seven appointed members shall constitute a quorum for the purpose of conducting business.

Section 4. Advisory Committee members shall be required to attend all regular and special meetings. The absence of a member from three meetings in a fiscal year, without an excused absence from the Chairperson, constitutes grounds for request for removal of the member by the Otoe County Board of Commissioners.

Section 5. Minutes, attendance and other records and reports as necessary will be kept of all regularly scheduled or special meetings.

Section 6. The rules contained in the current addition of Robert's Rules of Order, Newly Revised, shall govern the Advisory Committee and all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order the Advisory Committee may adopt.

Section 7. All meetings shall be held in strict compliance with the provisions of the Nebraska Open Public Meetings Law, Nebr. Rev. Stat. 84-1408 et. seq. and amendments thereto.

## **ARTICLE VI**

### **OFFICERS**

Section 1. The officers of the Committee shall be elected by the members of the Committee. Officers shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 2. The officers, other than noted below, shall be elected by majority vote, at the first meeting of the calendar year and serve for two-year terms. They may be re-elected for additional terms.

Section 3. The duties of the officers shall be as follows:

- CHAIRPERSON:
- 1) To preside over the meetings of the Advisory Committee except when delegated to the Vice-Chairperson or designated member.

- 2) To serve as Chairperson for the Executive Committee.
- 3) To appoint Chairpersons and members of subcommittees.
- 4) To serve as ex-officio member of subcommittees.
- 5) To work with the Administrative Assistant in preparing an agenda for each committee meeting.
- 6) To excuse absences from regular or special meetings upon request of the absent member.
- 7) To approve and send to the Otoe County Board of Commissioners any expenses incurred by the Committee or Committee members in the carrying out of their duties.
- 8) Shall be elected to one term of 2 years and be eligible to serve one additional term.
- 9) The chair may appoint Ex-Officio members to the Advisory Committee as deemed appropriate.

- VICE-CHAIRPERSON:
- 1) To conduct meetings when the Chairperson is absent.
  - 2) To assist the Chairperson with his or her duties as requested.
  - 3) The Vice Chair shall move in succession to the office of the Chairperson upon the completion of the Chairperson's term.

- SECRETARY:
- 1) Shall work with the Administrative Assistant to cause the keeping of records of minutes, rolls, financial reports, accounts payable graphs and all other records and reports as necessary.
  - 2) Shall work with the Administrative Assistant to cause notification to Committee members, the Otoe County Board of Commissioners, news media and interested persons of all regular and special meetings of the Committee not less than 24 hours prior to the meeting.
  - 3) Shall work with the Administrative Assistant to cause the mailing of the minutes to the Advisory Committee Members and the Otoe County Board of Commissioners.
  - 4) Shall work with the Administrative Assistant to be responsible for the handling of all correspondence.

- TREASURER:
- 1) In conjunction with the Administrative Assistant, the Treasurer shall perform the following each month:
    - a) Compile all lodging and sales tax information into reports for the Advisory Committee.
    - b) Review all invoices requesting funds and other expenses before they are presented to the Advisory Committee. Upon approval, the Treasurer shall sign the requests for funding and expenses.
    - c) Prepare the annual budget with the assistance of the Chairperson and Administrative Assistant.
    - d) Receive the current balance of funds from the Otoe County Treasurer and report to the Advisory Committee.

## **ARTICLE VII**

### **COMMITTEES**

Section 1. The Executive Committee shall consist of the Officers of the Advisory Committee. The Executive Committee shall be responsible for the conduct of all Advisory Committee affairs in the intervals between meetings, and may execute with full power all matters which the Advisory Committee may assign or delegate to it insofar as such matters are not inconsistent with the By-Laws

Section 2. Subcommittees may be created and appointed by the Advisory Committee Chairperson who may also designate Chairpersons of the respective subcommittees. Subcommittees shall meet at times and places set forth by the Chairperson of the particular subcommittee.

## **ARTICLE VIII**

### **PUBLIC ACCOUNTABILITY**

The Advisory Committee meetings are public meetings, and copies of the agenda and official minutes will be made available to the press and public upon request.

## **ARTICLE IX**

### **AMENDMENT OF BY-LAWS**

These By-Laws can be amended at any regular meeting of the Advisory Committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

## **ARTICLE X**

### **WAIVER OF PROVISIONS**

The Otoe County Board of Commissioners reserves the authority to waive any provisions of these By-Laws upon showing of good cause to do so.