

BYLAWS
OF
LOUISBURG CONVENTION AND TOURISM COMMITTEE

Adopted September 18, 2023

Whereas, The Governing Body pursuant to the Charter Ordinance No. 994 has provided for the establishment of a Convention and Tourism Committee to make recommendations concerning the programs and expenditures for promotion of tourism and convention activities in the City.

NOW, THEREFORE, the City of Louisburg Convention and Tourism Committee proposes the following bylaws:

ARTICLE I
MEMBERSHIP

SECTION 1. APPOINTED MEMBERS. The Louisburg Convention and Tourism Committee (“Committee”) shall consist of five members nominated by the Mayor and confirmed by the Governing Body of the City of Louisburg (“Governing Body”). The appointed members shall serve a term of two years with no term limit on member’s ability to continue to serve on the Committee if re-nominated and reappointed as provided for herein.

SECTION 2. EX OFFICIO MEMBERS. The Committee shall also include the following additional ex officio members who shall be appointed by virtue of the position they occupy:

Mayor of the City of Louisburg (or designated representative);

President of the Louisburg Area Chamber of Commerce (or designated representative).

SECTION 3. ADVISORY MEMBERS. In addition to the voting members of the Committee specified above, the Committee may invite, as additional members to

serve at the pleasure of the Committee in an advisory capacity: one or more representatives of state or local government, vendors of services targeting conventions, groups or visitors or persons with specific expertise in marketing, public relations or related areas.

SECTION 4. MEETINGS. The Committee shall meet monthly, the date to be set by the Committee. Special meetings may be called by the chairperson or vice-chair of the Committee and shall be called upon the written request of three members of the Committee. A quorum (3) of the Committee must be present to have a meeting.

SECTION 5. VOTING. A quorum of the Committee shall consist of a majority (3) of its members. All regular members of the committee shall be entitled to vote if a quorum is present.

SECTION 6. ELECTION. Members shall be nominated by the Mayor and elected upon confirmation by the Governing Body. Per Section Four of Charter Ordinance No. 994: The terms of the five original members shall be as follows: two (2) members, one (1) year terms; three (3) members two (2) year terms, and thereafter the terms for each member shall be for two (2) years with no term limit on members ability to serve on the Committee if re-nominated and reappointed. In the event of a vacancy on the Committee caused by resignation or death of a member or the failure to attend three consecutive meetings of the Committee, the Mayor may nominate a member to fill the unexpired or vacant term. The makeup of the committee shall include representatives of large and small businesses within the area and the City.

SECTION 7. RESIGNATION AND REMOVAL. Any member of the Committee may resign at any time by submitting a resignation in writing to the secretary. In addition, a three-fifths (3/5) majority of the members of the Committee may recommend to the Mayor that a member be removed for cause. In the event that a member resigns or is removed, that member's remaining term shall be filled by a member nominated by the Mayor and approved by the Governing Body.

SECTION 8. LEGAL REPRESENTATION. All legal representation necessary for the Committee shall be by the City Attorney and at the expense of the City.

ARTICLE II
OFFICERS AND COMMITTEES

SECTION 1. ELECTION OF OFFICERS. At the first meeting of the year, the members of the Committee shall elect for the ensuing year a chairperson, a vice chairperson, and a secretary.

SECTION 2. DUTIES OF THE CHAIRPERSON. The chairperson of the Committee shall preside at all meetings of the Committee and perform all duties incident to this office. The chairperson shall, subject to the provisions of these bylaws and the approval of the Committee, appoint all committees and the chair of each.

SECTION 3. DUTIES OF THE VICE CHAIRPERSON. The vice chairperson shall act in the absence of the chairperson; in the absence or disability of the two officers named (chairperson and vice chairperson), a member of the Committee shall be chosen to act temporarily.

SECTION 4. DUTIES OF THE SECRETARY. The secretary shall work alongside the chairperson to organize the meeting agenda, any packet information needed, and record the minutes of each Committee meeting. After Committee approval of the official minutes, the secretary shall turn a copy of the official minutes into the Louisburg City Administrator.

ARTICLE III
DUTIES AND RESPONSIBILITIES

SECTION 1. PURPOSE. The Committee shall exercise, subject to the approval of the Louisburg City Council, the authority and responsibility delegated by them pursuant to their agreement entered under the authority of Charter Ordinance No. 994, to determine its annual goals and long-term objectives in the tourism and convention development area. The Louisburg Convention and Tourism Committee's function is to continue to build Louisburg's tourism industry and community event calendar, and to recommend to the City Council each year, prior to adoption of the City budget, a budget for tourism and community event-related projects or improvements.

SECTION 2. BUDGET. The Committee shall submit a proposed budget of expenditures to the City Administrator by the first April City Council meeting each year and, when approved by the Governing Body of the City of Louisburg, such budget shall govern the functions of the Committee. The Fiscal Year for the Committee will run from January 1st through December 31st. The applicable transient guest tax revenues for each fiscal year shall include the revenues from the previous year.

SECTION 3. SPECIFIC DUTIES. The Committee shall conduct or supervise the following activities:

a. Determine goals, objectives, and action plans of the Committee and make recommendations to the Governing Body on tourism and marketing policies;

b. Prepare and review the annual budget for the Committee;

c. Review and make recommendations on the expenditure of transient guest tax revenues collected by the city.

d. Evaluate the Committee's effectiveness, taking into account the following information and such other information that is available and helpful:

I. Requests for visitor information and brochures for and about Louisburg.

II. Tracking system to evaluate meetings, conventions, and tour groups booked in Louisburg;

III. Site visits with meeting or group planners and facilitators;

IV. Monthly occupancy reports from lodging facilities;

V. Participation in and support for an Annual Sites and Marketing meeting with area lodging facilities, attractions, event spaces, and businesses dependent upon the convention and visitor industry; and

VI. Interaction with similar tourism and convention programs and services in other cities and related associations.

e. Account by an audit each year for funds and keep all records in accordance with the cash basis laws of the State of Kansas.

SECTION 4. CODE OF ETHICS. The Committee shall be bound by the City of Louisburg's Code of Ethics.

SECTION 5. CONFIDENTIAL INFORMATION. In no case shall any Committee member disclose confidential information obtained in the course of any meeting until such information becomes public by other means. No Committee member shall utilize confidential information obtained as a result of membership on the Committee for any purpose other than to meet the goals of the Committee.

ARTICLE IV AMENDMENTS

Amendments to these bylaws may be recommended to the Governing Body at any meeting of the Committee and such amendments shall become effective upon ratification by the Governing Body of the City of Louisburg pursuant to the respective procedures of those entities.