



CITY OF GREENSBURG

CONVENTION & TOURISM PROMOTION BOARD

Greensburg Convention and Tourism Committee
Bylaws

Article One: Creation, Membership, Authority, and Duties

Section 1. Creation: The governing body of the City of Greensburg, Kansas through Charter Ordinance 16 as adopted on September 16, 2013 and K.S.A. 12-1696 through K.S.A. 12-16, 101.

Section 2. Membership: The membership shall consist of no less than six (6) and no more than ten (10) members to be appointed by the Greensburg City Council by resolution. Members will serve four (4) year, staggered terms. Membership is limited to those working and/or living in Greensburg. One member of the Greensburg City Council will be appointed to the board. The Convention and Tourism Director will serve as city staff representative to the board but will not vote. The board will submit names for consideration to the City Council when a vacancy occurs.

Section 3. Disqualification: Regular attendance is important for the efficient conduct of business by the board. The term of any member who misses three (3) consecutive meetings or four (4) meetings in a calendar year shall automatically terminate without the necessity of further action by the City Council.

Section 4. Conflicts of Interest: Member of the Board shall be aware at all times of their responsibility to the citizenry of the City of Greensburg and to the residents of the surrounding area and shall refrain from any recommendation or action that would benefit individuals or special interest groups rather than serve the best interests of the City of Greensburg. In furtherance of this responsibility, members shall refrain from recommending or acting on any matter before the Board in which they have, either directly or indirectly, any financial interest or use their influence or position to show favoritism that could lead to the development of a clientele at a later date.

Section 5. Authority: The Board is vested with the responsibility of advising the City Council with any matters concerning the expenditure of Convention and Tourism funds and Program Operations.

Section 6. Compensation: Members of the Board shall serve without compensation for their services; however, the members may receive reimbursement for their authorized out-of-pocket expenses including travel when related to the Board activities as the City Council by policy may deem desirable.

Article Two: Officers, Elections, and Duties

Section 1. Officers: The officers of the Board shall consist of a Chairperson and Vice-Chairperson serving one year terms. The Convention and Tourism Director will serve as the secretary and treasurer for the Board.

Section 2. Elections: At the regular January Board meeting, the officers shall be nominated and those persons receiving the highest number of votes shall be deemed elected. Officers shall take office following the meeting and serve for one year or until their successor has been elected. Officers may serve for more than one term. Members abstaining from voting may be counted when determining whether a quorum is present; however, members disqualified from voting may not be counted.

Section 3. Duties: The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chair and Vice-Chair, the remaining members may select a temporary Chairperson to conduct a regular meeting. The Chairperson shall sign all official papers and documents to indicate they have been approved by the Board..

Article Three: Meetings

Section 1. Regular Meetings: Regular meetings of the Board shall be held on the second Tuesday of the month at 4pm. All meetings will be held in the Kiowa County Commons conference room; however, the Board may vote to adopt another hour, date and /or place for a meeting. Any such change shall be given public notice for the convenience of the persons having business before the Board.

Section 2. Special Meetings: The Chairperson may call special meetings or in the Chairperson's absence by the Vice-Chairperson or upon written request of any three members of the Board or upon the request of the City Administrator. When a special meeting, notice as to the date, time, place and purpose shall be given by the Chairperson at least 24 hours before the meeting by mail, hand delivery, email, or telephone. The announcement of a special meeting at a regular meeting shall constitute notice to those persons present.

No other agenda items other than those stated in the notice shall be considered at a special meeting.

Section 3. Adjourned Meetings: If business before the Board is not completed, the Board by motion may adjourn the meeting or a specific agenda item to a specified date, time and place until the matters on the original agenda or the specified items are acted upon. When such a motion is made known to those persons in attendance, no further notice need to be given.

Section 4. Open Meetings and Closed Sessions: Having determined that at least a quorum is present, all actions of the Board shall be open to the public and to attendance

by representatives of the news media, all according to K.S.A. 75-4319 of the Kansas Open Meetings Act. In such closed sessions, no binding vote or action may be taken. Meetings may be adjourned to executive session for lawful reasons.

Section 5. Quorum: A quorum shall consist of a majority of the total appointed membership, which is designated by the ordinance creating the Board on whether any vacancies exist or not. A quorum must be present to conduct any business. In the absence of a quorum at any meeting or at the impending loss of a quorum during a meeting, the presiding officer after consultation with those members present may adjourn the meeting until a specified date, time and place or similarly table an agenda item. When such information is made known to those persons in attendance, no further notice need be given. Members abstaining from voting may be counted when determining whether a quorum is present; however, members disqualified from voting may not be counted.

Section 6. Agendas: The Chairperson shall oversee the preparation of the agenda of all matters to come before the meeting and to have it mailed, emailed or delivered to the board members. Any board member may place items on the agenda by advising the Chairperson no later than noon on the day preceding the meeting.

Section 7. Recording of Meetings: The Secretary shall keep complete records of all proceedings of the Board. The Secretary shall also prepare and maintain permanent minutes to be kept in a file or record book available for public view. Copies of the minutes shall be furnished to all persons or bodies making such a request through Greensburg City Hall.

Article Four: Conduct of Meetings

Section 1. Order of Business: The general order of business shall be as follows unless otherwise decided by the Board:

1. Roll Call
2. Approval of the Minutes
3. Financial Report
4. Old Business
5. New Business
6. Adjournment

Section 2. Funding Requests: Forms for the request of funding are available at City Hall. Funding requests must be submitted and included in the Board Agenda. All funding requests must be submitted on the appropriate form for review.

Section 3. Actions: In all formal matters, the Board shall act by motion. All notices required by law to be given publication shall be published in the officially designated city newspaper. Agenda items and funding requests under \$5,000 can be decided by the Board independently. Items over \$5,000 must go before the City Council for final approval.

Section 4. Voting: When a quorum is declared present, all actions of the Board shall be taken by a majority vote of the entire membership of the Board. Voting shall be by the individual voice ballot of “Aye” or “Nay” on each item and shall be tallied and the results determined by the Chairperson.

Section 5. Parliamentary Procedure: All meetings of the Board shall be conducted in accordance with the current edition of Robert’s Rules of Order, except insofar as modified by these Bylaws and procedures adopted by the Board. A second shall be required on all motions. The presiding officer shall have the right to make motions and to second motions without vacating the chair. Any member of the public or the Board not conducting himself/herself with proper decorum, discipline and order may be asked by the Chairperson to excuse themselves from the remainder of the meeting.

Article Five: Amendments to Bylaws

Section 1. Amendments: The Greensburg City Council may amend these bylaws or any provisions or sections thereof, at any time when the same is not in conflict or in contravention of an laws of the State of Kansas or ordinances of the City applicable hereto.

Section 2. Adopted: The above and foregoing bylaws are hereby adopted as the Bylaws of the Greensburg Convention and Tourism Committee subject to the approval of the Greensburg City Council by a majority vote. When approved by the governing body, these bylaws shall become effective.

APPROVED by the City of Greensburg Convention and Tourism Committee on the 10th day of September, 2013.

Committee Chairperson

Committee Secretary

APPROVED by the City of Greensburg City Council on the 16th day of September, 2013.

Robert A. Dixon, Mayor

Christy Pyatt, City Clerk