

**CITY OF GROVE
CONVENTION AND TOURISM BUREAU
BYLAWS**

ARTICLE I AUTHORIZATION

- 1-1 This Convention and Tourism Bureau is established in conformance with Ordinance No. 628 adopted on February 3, 2015 by the City Council of Grove, Oklahoma, and the statutes of the State of Oklahoma.

- 1-2 The official title of this bureau shall be “City of Grove Convention and Tourism Bureau,” hereinafter referred to as the Bureau.

- 1-3 Upon a majority vote of the Bureau, a request to approve these Bylaws shall be submitted to the Council for their approval. Bylaws are not effective until approved by the City Council.

ARTICLE II PURPOSE

- 2-1 The purpose of the Bureau is to encourage, promote, enhance and foster conventions and tourism; market the Grove community; assist with the promotion and support of community events and activities.

ARTICLE III DUTIES

- 3-1 The Bureau shall adopt such administrative rules and regulations as they deem necessary and expedient for the proper operation of the Bureau.

- 3-2 The Bureau shall develop and regularly update a strategic plan to include specific goals and objectives to encourage, promote, enhance and foster conventions and tourism; market the Grove community; assist with the promotion and support of community events and activities.

- 3-3 The Bureau shall have the authority to submit an annual budget of operations for the City of Grove Tourism Development Fund to the City Council. Funding of the City of Grove Tourism Development Fund shall be contingent upon appropriation by the Council. Funds shall be subject to annual audit according to accepted governmental accounting principles.

- 3-4 The Bureau shall have the authority upon a majority vote of its members to utilize revenues collected and deposited to the City of Grove Tourism Development Fund for tourism promotion of the City of Grove. Tourism promotion is defined by the Bureau to mean any activity identified in Section 7-707 of Ordinance 628.

- 3-5 The Bureau shall develop guidelines and evaluate proposals for awarding of funds to promote tourism, in compliance with local and state laws.
- 3-6 The Bureau shall meet with the City Council, as requested, to determine how the Bureau may best serve and assist the City Council.
- 3-7 Upon approval of minutes of each Bureau's meeting a copy of said minutes shall be provided to the City Council.

ARTICLE IV MEMBERSHIP

- 4-1 The members of the Bureau shall serve without compensation.
- 4-2 The City Council may provide for the payment of expense incurred by Bureau members in the performance of their official duties and compensation for services.
- 4-3 The Bureau shall be composed of five (5) members, and shall consist of the following: three (3) members representing the Hotel Industry as defined in Section 7-702 of Ordinance 628; and two (2) members representing Tourist Attractions as also defined in Section 7-702.
- 4-4 The Bureau members shall be appointed by the Mayor, subject to a majority vote of the City Council. At no time shall more than one (1) representative of the same Hotel or the same Tourist Attraction be appointed to serve as a member of the Bureau.
- 4-5 The Bureau members shall be for terms of three (3) years. Provided, however, the Council shall appoint two (2) members for an initial term of one (1) year, two (2) members for an initial term of two (2) years, and one (1) member for an initial term of three (3) years.
- 4-6 The term of Bureau member shall expire immediately prior to the beginning of the regular meeting at which meeting his or her successor's term of office shall began.
- 4-7 Any vacancy in membership shall be filled by the method in 4-4 and shall be only of the unexpired portion of the term.
- 4-8 Any member of the Bureau shall be eligible for reappointment.
- 4-9 Any member of the Bureau may be removed by the City Council for inefficiency, neglect of duty, or malfeasance in office.
- 4-10 If any member of the Bureau shall be absent for fifty (50) percent of all the meetings of the Bureau held within four (4) consecutive calendar months, the member shall be removed from the Bureau. A new member shall be appointed in accordance with Section 4-4 above.

ARTICLE V BUREAU OFFICERS

- 5-1 Officers of the Bureau shall consist of a chairperson, vice chairperson and secretary. The chairperson, vice chairperson and secretary shall be elected by the membership of the Bureau. Staff will provide administrative services.
- 5-2 Nomination of officers shall be made by the membership of the Bureau at the first regular meeting of January each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 5-3 The term of office shall be for one year or until the successor takes office.
- 5-4 Any vacancies in office shall be filled for the *un-expired portion of the term* in the same manner as the officers are originally elected.

ARTICLE VI DUTIES OF OFFICERS

- 6-1 *The chairperson shall:*
- ✓ Preside at all meetings;
 - ✓ Perform duties delegated.
- 6-2 *The vice chairperson shall:*
- ✓ Act in the absence or inability of the chairperson to act with the full powers of the chairperson;
 - ✓ Perform duties delegated.
- 6-3 *The secretary shall:*
- ✓ Perform duties delegated.

ARTICLE VII MEETINGS

- 7-1 The initial meeting of the Bureau shall be held within thirty (30) days of appointment of members by the City Council.
- 7-2 The Bureau shall schedule Regular Meetings on the fourth Thursday of each month, said meetings will be held only when necessary to conduct pending or upcoming business. The Bureau is subject to Special Meetings at the call of the Chairman as needed.
- 7-3 All meetings of the Bureau shall be subject to the Open Meetings Act of Oklahoma.
- 7-4 Items may be placed on the agenda by the Chairman, City Manager or designee, or at the request of a member of the Bureau.
- 7-5 A quorum shall consist of a majority of the Bureau members.

7-6 Bureau meetings shall be conducted in accordance with these Bylaws and City Council Rules and Procedures, as applicable to the Bureau.

ARTICLE VIII VOTING

8-1 Each member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest, or substantial economic interest under local, state and federal laws.

8-2 No action of the Bureau shall be valid unless authorized by a majority vote of the members present and voting.

ARTICLE IX AMENDMENTS

9-1 Upon a majority vote of the Bureau, a request to amend these Bylaws shall be submitted to the Council for their approval. Bylaw amendments are not effective until approved by the City Council.

PASSED and APPROVED by the City of Grove Convention and Tourism Board this 22nd day of July, 2015.

Jim Corbridge, Chairman

ATTEST:

Amelia Chamberlain, Secretary