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R. Looe

1/14/02

**Bylaws
Alachua County Tourist Development Council**

Article I - Name

- 1.1 The name of this organization shall be the Alachua County Tourist Development Council, and shall be known as the Alachua County TDC.

Article II - Purpose

- 2.1 Pursuant to the provision of Section 125.0104, Florida Statutes and Chapter 38, Alachua County Code of Ordinances the TDC shall oversee the implementation of the Alachua County Tourist Development Plan set forth in Section 38.02, Alachua County Code of Ordinances.

Article III - Powers

- 3.1 The TDC shall, from time to time, make recommendations to the Board of County Commissioners on the effective uses of Tourist Development Tax revenue.
- 3.2 The TDC shall review all expenditures from the Tourist Development Tax Revenues Fund and shall receive quarterly expenditure reports from the Board of County Commissioners or its designee.

Article IV - Membership

- 4.1 The TDC shall be composed of nine members who shall be appointed by the Alachua County Board of County Commissioners. All members of the TDC must be electors of Alachua County.
- 4.2 The Chair of the Alachua County Board of County Commissioners - or her/his designee - shall serve as a voting member of the TDC.
- 4.3 Two members of the TDC shall be elected municipal officials, one of whom shall be from the most populous community in which the tax is levied.
- 4.4 Three members of the TDC shall be owners or operators of motels, hotels, recreational vehicle parks or other tourist accommodations in the County, who are subject to the Tourist Development Tax.
- 4.5 Three members of the TDC shall be persons who are involved in the tourist industry, and who have demonstrated an interest in tourist development, but who are not owners or operators of hotels, motels, recreational vehicle parks or other tourist accommodations in Alachua County.

- 4.6 Members shall serve for staggered terms of 4 years. Members may be reappointed, provided they continue to meet the qualifications of membership.
- 4.7 Members of the TDC shall receive no compensation for the performance of their duties.
- 4.8 A member of the TDC whose attendance is less than 50% during a six-month period will automatically be removed from the TDC. The Director of the Visitors and Convention Bureau/Tourist Development Department shall prepare, for the TDC Chair's signature, a letter notifying attendance policy violators of their dismissal, and will submit the letter to the County Commission Chair.
- 4.9 Vacancies on the TDC, not occurring by the expiration of a term, shall be filled by the Board of County Commissioners by appointment for the unexpired term.
- 4.10 Members may be removed by the Board of County Commissioners for cause.

Article V – Officers

- 5.1 Annually, a Chair shall be elected from among the members of the TDC. The Chair shall have the power to perform the following duties:
 - a. Preside at all TDC meetings and serve as an ex-officio member at all committee meetings;
 - b. Establish the agenda and meeting format;
 - c. Call special meetings;
 - d. Appoint committees, when necessary.
- 5.2 Annually, the TDC shall elect a Vice- Chair

Article VI - Meetings

- 6.1 The TDC shall meet at least quarterly.
- 6.2 A simple majority of five or more of the members of the TDC shall constitute a quorum.

- 6.3 All meetings of the TDC and special committees are subject to the Sunshine Law and shall be open to the public. All meetings, including subcommittee meetings, shall be tape recorded and written minutes provided. The minutes of all meetings will be available to any interested party.
- 6.4 Written notice of TDC and subcommittee meetings shall be delivered to all TDC members at least five (5) days in advance of all meetings of the TDC and subcommittees. The County Manager's office shall place the meeting notice, stating the time, date and place of said meeting, in the public information bulletins issued by the County.
- 6.5 Special meetings may be called by the TDC Chair, the Director of the Visitors and Convention Bureau/Director of Tourist Development, or by 3 members of the Council.
- 6.6 The Director of the Visitors & Convention Bureau/Tourist Development Department or designee shall attend all meetings of the TDC and committees, but shall not vote on any matter.

Article VII – Rules of Procedure

- 7.1 The TDC shall conduct all meetings and activities according to parliamentary law as stated in Robert's Rules of Order, Revised, except where they conflict with these bylaws or County Commission policies.

Article VIII– Conflict of Interest

- 8.1 Any member who has a voting conflict of interest on any given issue shall announce the conflict prior to discussion, shall refrain from voting on that issue and shall file a Commission of Ethics Form 8B with the TDC staff liaison for inclusion in the TDC minutes. A member has a voting conflict of interest if the measure under consideration would inure to the special gain or loss of the member or certain relatives of the member. A member who has a potential conflict of interest should call the County Attorney's Office to discuss this issue before the meeting.

Article IX – Amendment of Bylaws

- 9.1 These Bylaws shall become effective upon adoption by the TDC. These bylaws may be amended by two thirds of the membership present and voting at any regular or special meeting of the TDC.
- 9.2 Notice of any proposed amendment shall be submitted in writing to all members of the TDC, not less than fifteen (15) days prior to the meeting at which such amendments are to be considered.
- 9.3 All amendments shall be subject to approval by the TDC.

DULY ADOPTED in Regular Session this 8th day of August, 2001.

TOURIST DEVELOPMENT COUNCIL
ALACHUA COUNTY, FLORIDA

By: Bill Richards
Bill Richards, Chair

APPROVED AS TO FORM

Alachua County Attorney

(SEAL)

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