

**BYLAWS OF THE GASTON COUNTY  
TOURISM DEVELOPMENT ADVISORY BOARD**

**ARTICLE I**

Name

The name of the organization is the Gaston County Tourism Development Advisory Board.

**ARTICLE II**

Object

The object of the organization is to advise the Gaston County Department of Tourism Development and the Gaston County Board of Commissioners regarding travel and tourism issues in Gaston County, the promotion ~~and development~~ of Tourism Development in Gaston County through ~~county~~, state, regional, national and international resources and the promotion ~~and development~~ of Gaston County Tourism Development through commercial resources.

**ARTICLE III**

Members

The members of the Advisory Board shall be those persons appointed by the Gaston County Board of Commissioners to serve on the Advisory Board. The initial composition of the Board consists of seven at large members assigned on a township basis to each County Commissioner; the County Manager or his/her designee (non-voting); an ex officio appointment from the Economic Development Commission; an ex officio appointment from an Attraction; an ex officio appointment from the Parks and Recreation Advisory Board; an ex officio appointment from a non-profit attraction (February, 2010); and an ex-officio appointment from the Hotel/Motel Industry. The terms of office of said members shall be staggered three-year terms.

**ARTICLE IV**

Officers

Section 1. The officers of the Board shall be Chairman and Vice-Chairman.

Section 2. The Tourism Development Advisory Board shall organize and elect a Chairman and Vice-Chairman annually at the regular meeting in the month of ~~January February~~, except where service term-termination, expiration or resignation of an officer necessitates replacement.

Section 3. The Chairman shall preside at all meetings and public hearings of the Tourism Development ~~Advisory Board~~ and shall decide on all matters of order and procedure using Robert's Rules of Order. The Chairman shall appoint any committee found necessary to investigate any matters before the ~~Advisory~~ Board or to perform any of its duties as directed.

Section 4. The Vice-Chairman shall assume the duties of the Chairman in the Chairman's absence.

Section 5. The Tourism Development ~~Business Operations Specialist~~ Administrative Assistant shall prepare, or cause to be prepared, the Minutes of the Tourism Development Advisory Board, and shall cause proper notice of Board meetings to be disseminated in accordance with the NC Open Meetings Law.

Section 6. Members of the Tourism Development Advisory Board who represent entities which could benefit from the distribution of occupancy tax revenues or who otherwise appear to have a conflict of interest regarding the use of occupancy tax revenues or other public funds shall be excused from participating in any Advisory Board action in which there is an appearance of a conflict of interest.

## **ARTICLE V**

### Meetings

Section 1. Regular Meetings of the Tourism Development Advisory Board shall be held on the third Tuesday of ~~each~~ every even numbered month at 4:00 p.m. ~~except July~~, in a hybrid format via conference call or video link or in-person at the Gaston County Visitors Center. The Chairman may change meeting times and locations as needed and pursuant to the Open Meetings Law notice procedure.

Section 2. Special meetings for the Board may be called at any time as provided by NC General Statute.

Section 3. A quorum shall consist of seven members.

Section 4. All meetings shall be open to the public and shall be conducted pursuant to the NC Open Meetings Law and Robert's Rules of Procedure.

Section 5. Except as may be otherwise specified herein, the vote of a majority of those members present shall be sufficient to decide matters before the Board, provided that a quorum is present.

Section 6. The Gaston County Board of Commissioners attendance policy shall apply to the Tourism Development Advisory Board and members of the Advisory Board with insufficient attendance records may be replaced. ~~Any member of a Commission appointed board or committee shall be removed from office if, in a calendar year, he/she:~~ With the exception of medical reasons, any member of a Board of Commissioners appointed body may be removed from office if he/she:

- (1) Is absent (excused or unexcused) from three (3) consecutive advisory board/committee meetings, or
- (2) Has less than a 60% annual attendance record at advisory board meetings

Section 7. Any change in meeting schedules or cancellation of a meeting shall require a 48-hour notice.

## **ARTICLE VI**

### Records

The Tourism Development ~~Business Operations Specialist~~ Administrative Assistant shall maintain files of all studies, plans, reports and recommendations made by the Advisory Board in the discharge of its duties and responsibilities. All minutes of the Board are public records. An annual report shall be given to the Gaston County Board of Commissioners.

## **ARTICLE VII**

### Amendments

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. The adoption of and amendments to these bylaws is subject to the review of the Gaston County Board of Commissioners.

## **ARTICLE VIII**

### Committees

Said committees will be established annually at the regular meeting in ~~January~~ *February*. Each Committee Chair will be selected by the Advisory Board Chairman. The Committee Chair will solicit volunteers from the Tourism Development Advisory Board and/or expand outside of the board to solicit experts in a particular field.

Section 1. At least three Board Members shall volunteer to serve on a Fund Balance/Budget Committee. With the assistance of staff, including a representative from the County Attorney's Office, the committee will evaluate tourism-related investment opportunities and make recommendations for full Advisory Board approval regarding the effective expenditure of Tourism Development's fund balance. Also with the assistance of staff, the committee will participate in the development of the department's annual budget prior to the County review process. The committee will work with the Board Chairman and/or Vice Chairman.

Section 2. At least three Board Members shall volunteer to serve on a Research/Strategic Planning Committee. With the assistance of staff, the committee will participate in the development of the department's annual marketing plan, the implementation of a departmental strategic plan and the creation of requests for proposals for necessary outside research. The committee will work with the Board Chairman and/or Vice Chairman.

## **ARTICLE IX**

### Definitions

Attraction: a business, association, or establishment that operates to create a profit and which draws a substantial number of people from outside of Gaston County.

Non-Profit Attraction: a business, association, or establishment that does not operate for the purpose of making a profit and which draws a substantial number of people from outside of Gaston County which has the status of a Non-Profit Organization with the North Carolina Secretary of State.

**ARTICLE X**  
Certification

I, Philip McGinnis, Chairman of the Gaston County Tourism Development Advisory Board, do hereby certify that the foregoing is a true and accurate copy of the bylaws of the above named organization, duly adopted by this Board on May 18, 2023.



Philip McGinnis  
Chairman, Tourism Development Advisory Board

I, Donna S. Buff, Clerk to the Gaston County Board of Commissioners, do hereby certify that the above is a true and accurate copy of the Gaston County Tourism Development Advisory Board bylaws as adopted by the Board of Commissioners on June 13, 2023.

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Donna S. Buff  
Clerk to Gaston County Board of Commissioners