



HAYWOOD COUNTY BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: August 25, 2016

FROM: Lynn Collins

MEETING DATE REQUESTED: September 6, 2016

*Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm*

SUBJECT: Haywood County TDA Bylaws Amendments

REQUEST: Request approval of Haywood County TDA Bylaws Amendments

BACKGROUND: Occasionally, updates and changes need to be made to organizational bylaws. The HCTDA has found it necessary to make several updates and changes this year.

IMPLEMENTATION PLAN: HCTDA Bylaws have been revised to reflect the updates and changes.

FINANCIAL IMPACT STATEMENT: None

(What is the cost? Where is the money coming from? Optional or mandated?)

SUPPORTING ATTACHMENTS: YES NO HOW MANY? 1

LIST: Revisions to HCTDA Bylaws

PowerPoint Presentation: YES NO

PERSON MAKING PRESENTATION AT MEETING: Lynn Collins

TITLE Executive Director

PHONE NUMBER: 944-0761

E-MAIL: lynn@visitncsmokies.com

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

County Manager / Clerk to the Board Comments: _____

Haywood County Tourism Development Authority Bylaws Revisions 2016

Deletions shown as strikethroughs. Highlighted items are changes and/or additions.

ARTICLE I PRINCIPAL OFFICE, BOOKS AND RECORDS

Section 1. Principal Office and Mailing Address. The principal office of the Authority shall be Haywood County Tourism Development Authority, ~~County Annex H, Waynesville,~~ 1110 Soco Road, Maggie Valley, North Carolina, and its mailing address shall be Haywood County Tourism Development Authority, ~~44 North Main Street, Waynesville,~~ 1110 Soco Road, Maggie Valley, North Carolina, ~~28786~~ 28751.

ARTICLE II AUTHORITY MEMBERS

Section 4. Notices and Waivers Thereof. Notice of the date, time and place of each regular meeting shall be communicated to each Member, at his/her preferred address, at least four (4) days prior to such meeting or delivered to him/her personally, by electronic messaging or by telephone not later than the two (2) days before such meeting. Notice of the date, time and place of each special/emergency meeting shall be communicated to each Member, twenty-four (24) hours prior to such meeting.

ARTICLE IV COMMITTEES

The Authority shall have the following Standing Committees:

Groups Sales – Oversees all Group Sales/Marketing/Advertising matters of the Group Sales initiative, makes appropriate recommendations to Authority Members, and reviews all policies and procedures regarding Group Sales/Marketing/Advertising.

Executive Committee – Members shall be officers and chairpersons of standing Authority committees. The Executive Committee will review and make recommendations on major issues of the organization to help guide the work of the

board. The Executive Committee will also provide the Executive Director with advice and direction on matters of the Authority.

Special Ad Hoc Committees may be formed when deemed necessary. The Chairman of the Authority appoints all Standing Committees and Special Ad Hoc Committees. A Chairman of each Committee shall be selected from among its members. The Chairman of the Authority and the Executive Director shall serve as ex-officio non-voting members of all committees.

ARTICLE V MEETINGS AND ATTENDANCE

The Authority shall meet at least six (6) times annually. Members are expected to attend the Annual Budget Forum and all regularly scheduled and special called monthly meetings of the Authority. If any member misses three (3) meetings of the Authority in twelve (12) consecutive months without excuse, the Chairman shall be authorized to request that the County Commissioners appoint a new Member to replace such Member. The final decision as to whether or not this person shall be replace, however, shall be that of the County Commissioners. An excused absence may be granted by the Executive Director of the Authority. The request must be made in writing, except in the case of an emergency. The request may be made in writing, by electronic messaging or by telephone. Excused absences may include such things as: work-related circumstances, personal sickness illness, sickness illness of family members or a death in the family.