

# **Kittitas County Lodging Tax Advisory Committee (LTAC)**

## **By-Laws**

Kittitas County Lodging Tax Advisory Committee hereby adopt the following rules for the transaction of its business. These bylaws are adopted pursuant to the need to conduct requests for proposals and review of proposals for funding by Kittitas County to accomplish the goals and outcomes identified in the 2021 Kittitas County Recreation and Tourism Plan.

### **1. OFFICERS/EXECUTIVE COMMITTEE**

The officers of the committee shall be a Chairperson appointed by the Board of County Commissioners (BOCC) and a Vice-Chairperson, elected from among its designated members. Members are appointed by BOCC after applicants are reviewed by the existing committee with recommendations forwarded to the BOCC.

Chairperson: The Chairperson shall (1) preside at all meetings of the committee; (2) create, prepare and review the agenda for such meetings; (3) set the time and location of the meetings.

Vice-Chairperson: The Vice-Chairperson shall preside and perform the duties of the Chairperson during the absence of the Chairperson and is responsible for advising staff of the Agenda for the LTAC meetings. In the event there is a vacancy in the office of the Vice-Chairperson, the LTAC shall vote for a replacement at the next regular meeting.

Chamber of Commerce Liaison: The Kittitas County Chamber of Commerce will communicate, collaborate, and assist committee members, grant recipients, grant applicants, the State of Washington, Kittitas County staff, and other interested parties in coordination with the Kittitas County Lodging Tax Advisory Committee.

### **2. ELECTION OF OFFICERS**

At the first meeting of each year, the committee shall elect the Vice-Chairperson. Nominations may be made from the floor by any member.

### **3. TERMS OF OFFICE**

The Chairperson shall be the County Commissioner serving on the committee. This position has no term limits. The remaining member terms shall be staggered. The existing terms for members of the Kittitas County Lodging Tax Advisory Committee shall be modified as follows:

- a. Members listed as “Upper County Entity receives the funds” and “Lower County Entity that pays into the fund” shall serve a two-year term. The two-year term will expire on December 31, 2026.
- b. Members listed as “Lower County Entity receives the funds” and “Upper County entity that pays into the fund” shall serve a three-year term. The three-year term will expire on December 31, 2027.

#### 4. QUORUM/VOTING

Quorum shall consist of a majority of the appointed committee. Proposals for funding may be forwarded to the BOCC without full recommendation provided that all votes are included with the forwarded proposal. Except in the event of breaking a tie vote, The Chairperson shall abstain from voting on recommendations to the BOCC. At any meeting where there is less than a quorum, the Chairperson for the purposes of such meeting shall have the authority to conclude the meeting and establish a date for the next meeting out of the regular occasion if necessary.

#### 5. MEETINGS

The committee shall hold no less than quarterly meetings at time and place as may be set by the chairman and posted for public notice. All meetings of the LTAC shall conform to the Open Public Meetings Act, RCW 42.30. The LTAC may adopt such procedures as are necessary to ensure appropriate notice of all meetings.

#### 6. CONFLICT OF INTERESTS

The LTAC members shall comply with the code of ethics for municipal officers, 42.23 RCW, in the performance of their duties. Specifically, at any time a proposal is received by the LTAC that appears to benefit any member of the committee that person shall recuse themselves from any discussion or decision related to that proposal.

#### 7. PUBLIC PARTICIPATION

The committee shall seek the involvement of the general public, community organizations, and private sector interests in its planning and decision-making processes. Public comment period is

included in every agenda and the public is encouraged to participate by commenting on agenda items and non-agenda items as directed by the chair of the committee.

#### 8. SUB-COMMITTEES

Sub-Committees may be established by the LTAC to assist in the performance of its function. Committees may be composed of members of the LTAC and citizens with particular knowledge or talent to contribute to the work of the committee.

#### 9. AMENDMENTS

Proposed amendments to the By-Laws shall be provided to all LTAC members no later than 10 days in advance of the meeting at which the proposed amendment will be considered. For the purpose of taking action on any proposed amendment to the By-Laws a quorum must be present. The By-Laws shall be reviewed by the committee at a regular meeting once every two years.

#### 10. ABSENTEE POLICY

Three unexcused meeting absences may cause that committee member's name to be forwarded to the County Commissioners with a recommendation for removal from the committee.

#### 11. INDEMNIFICATION

Committee members are subject to KCC 2.73 and may seek indemnification and defense as provided by that provision.