

A RESOLUTION

TO APPROVE THE BYLAWS OF THE ACCOMMODATION TAX
ADVISORY COMMITTEE OF THE CITY OF GREENVILLE.

WHEREAS, City Council prescribed by Ordinance No. 97-06 that all municipal boards and commissions should establish bylaws meeting certain criteria; and

WHEREAS, the City's Accommodation Tax Advisory Committee has prepared certain bylaws in accord with that Ordinance and presented the bylaws for the consideration and approval of City Council; and

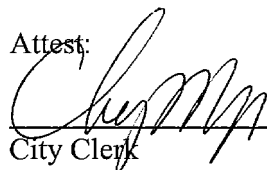
WHEREAS, in accordance with the Ordinance, the City Attorney has reviewed the bylaws and has recommended certain minor modifications to facilitate compliance with applicable state and municipal law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA that the bylaws of the City of Greenville's Accommodation Tax Advisory Committee, as attached as an exhibit to this resolution and incorporated by referenced, are approved.

RESOLVED THIS 11TH DAY OF SEPTEMBER, 2000.



Mayor

Attest:


City Clerk

B Y L A W S

ACCOMMODATIONS TAX ADVISORY COMMITTEE

City of Greenville
Greenville, South Carolina

Section 1. Purpose

The Accommodations Tax Advisory Committee (Committee) was established pursuant to the Accommodations Tax Act as amended in 1991 of Chapter 4, Title 6 of the Code of Laws of South Carolina. The Committee in concert with the City Council, adopts guidelines for the allocation of special funds for tourism expenditures of the Accommodations Tax Revenues. The Advisory Committee reviews applications for these funds and submits a written recommendation to the City Council on an annual basis.

Section 2. Membership

2.1 Composition

The membership shall be appointed by City Council subject to the provisions of S.C. Code §6-4-25, as from time to time amended regarding the number of appointees and the segments of the hospitality industry which must be represented on the Committee.

2.2 Term

The terms of office for each position shall be as established by City Council pursuant to any applicable ordinance or resolution.

Section 3. Staff Liaison

The staff liaison, appointed by the City Manager, shall assist the Chairperson in setting meetings; preparing the agenda, minutes, and reports to City Council; notifying applicants and recipients; and other support functions as needed.

Section 4. Meetings

4.1 Schedule

The Committee shall meet not less than twice annually for the purpose of reviewing applications and formulating recommendations to City Council.

4.2 Quorum

A majority of the members shall constitute a quorum of the Committee for transacting business and taking official action.

4.3 Presiding Officer

The Chairperson, and in his/her absence, the Vice-chairperson, shall preside at all meetings. In the absence of both, the most senior member present shall preside.

4.4 Attendance

Members shall be subject to the minimum attendance requirements set by the City Council for boards and commissions and shall report in advance to the staff liaison any anticipated absence as otherwise required by ordinance.

The staff liaison shall maintain a record of attendance for each committee member. The staff liaison of the Committee shall be responsible for notifying the City Clerk of any member who violates the attendance requirements.

4.5 Voting

All members present, including the presiding officer, shall vote and not abstain from voting unless a conflict of interest is claimed. If a conflict of interest is claimed, the member claiming such conflict shall state the conflict for the record, and complete a Statement of Potential Conflict of Interest form. No proxy voting is permitted.

4.6 Notice

The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying members reasonably prior to the date and time of each meeting. The staff liaison is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.

4.7 Parliamentary Procedure

Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the Committee. One or more generally recognized publications or procedures shall be available for reference when procedural issues are to be resolved.

4.6 Ethics

All Committee members shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville Code of Ethics.

Section 5. Amendment

5.1 Amendment

These bylaws may be amended after consideration and discussion of the Committee by an affirmative vote of a majority of the members present, subject to the approval of City Council in accordance with City ordinances.

Section 6. Application Procedure

6.1 Application

The Committee, subject to the approval of City Council, shall establish standard application forms, a standard application process, and due dates for compliance.