

BY LAWS

FREMONT & DODGE COUNTY VISITORS COMMITTEE

ARTICLE I

NAME

The name of this organization shall be the Fremont & Dodge County Visitors Committee, hereinafter referred to as the "Advisory Committee."

ARTICLE II

PURPOSE

The purpose of the Advisory Committee shall be to advise and assist the Dodge County Board of Supervisors in administering the Fremont & Dodge County Visitors' Promotion Fund, which proceeds, shall be used generally to promote, encourage, and attract visitors to come to Dodge County, Nebraska, and use the travel and tourism facilities within Dodge County. In furtherance of this purpose, the Advisory Committee shall:

1. To act as an advisor to the Dodge County Board of Supervisors and under its direction to carry out the provision of the Nebraska Visitors Development Act a.k.a. LB726; and
2. To make recommendations to the Dodge County Board of Supervisors regarding administration of the proceeds of the County Visitors Promotion Fund; and
3. Prepare and present a budget for review and approval to the Dodge County Board of Supervisors and provide proper administration of the proceeds of the County Visitors' Promotion Funds; and
4. To promote a better understanding and seek support from businesses, civic leaders, property owners, and others to advance the importance and significance of the role that the Travel and Tourism industry has in the county.

ARTICLE III

DEFINITIONS

The definitions as stated in Sections 81-1245 to 81-1264 R.R.S.1943 of Nebraska Law, being the Nebraska Visitors Development Act a.k.a. LB726 are adopted by the Dodge County Visitors Bureau and incorporated herein.

ARTICLE IV

MEMBERSHIP

Section 1. **Appointment.** The Dodge County Board of Supervisors shall approve all appointments of the Advisory Committee.

Section 2. **Board.** The Advisory Committee shall consist of five or seven members and one ex-officio members (County). At least one (five members) or two (seven members), but no more than three persons shall be from the hotel/motel industry.

Section 3. **Term.** Each member shall serve for a term of four years, except that two of those initially appointed shall serve for a term of two years. All appointments shall become effective upon approval of the Dodge County Board of Supervisors. Members may be subject to reappointment for additional terms. All new appointments shall become effective upon approval by the Dodge County Board of Supervisors.

Section 4. **Attendance.** In the event that a committee member cannot attend a regularly scheduled CVB meeting, notification must be given to the Director or Chairperson at least 24 hours prior to the meeting. Un-excused absences from two (2) regularly scheduled meetings in one calendar year will be cause for the Director and Chairperson to review the active status of that committee member. Upon review the Director and Chairperson may present a recommendation of removal before the entire advisory committee. Upon approval of the committee a recommendation will be made to the Dodge County Board of Supervisors to remove that member from the committee.

Section 5. **Vacancy.** After notification of a vacancy on the Advisory Committee, the Dodge County Board of Supervisors shall approve a replacement, having been recommended by the Committee, at their next regularly scheduled meeting following the vacancy, to complete the unexpired term.

Section 6. **Expense.** Members shall receive no compensation for their services except reimbursement for expenses in performance of their assigned duties. Both the Director of the Convention and Visitors Bureau and the Dodge County Board of Supervisors, through the County Claim, must approve all expenses.

Section 7. **Administration.** With approval by the Dodge County Board the Advisory Committee may employ a Director or enter into a contract to provide administrative and executive services to execute plans that will meet the Advisory Committee's objectives.

ARTICLE V

MEETINGS

Section 1. **Regular.** The Advisory Committee shall meet twelve times a year, the fourth Tuesday of every month, unless changed and agreed to by the committee, at a time and place agreed upon by the membership.

Section 2. **Special.** The Director of the Convention and Visitors Bureau, Chairperson of the Advisory Committee or the County Board of Supervisors may call special meetings.

Section 3. **Quorum.** Three of the five or four of the seven appointed members shall constitute a quorum for the purpose of conducting official business.

Section 4. **Paid Duties.** The Director of the Convention and Visitors Bureau will be responsible for the keeping of minutes, rolls, and other records and reports as necessary at each regularly scheduled and special meeting.

ARTICLE VI

OFFICERS

Section 1. The members of the Committee shall elect the officers of the Committee. Officers shall consist of a Chairperson and Vice-Chairperson and Director shall act as Secretary.

Section 2. Upon expiration of terms, the Chairperson and Vice-Chairperson shall be elected at the final meeting of the calendar year and serve for two-year terms. They may be re-elected for additional terms.

Section 3. The duties of the officers shall be as follows:

CHAIRPERSON:

1. To preside over the meetings of the Advisory Committee except when delegated to the Vice-Chairperson or designated member.
2. To serve as Chairperson for the Executive Committee.
3. To appoint Chairpersons and subcommittees.
4. To serve as ex-officio member of subcommittees.
5. To approve agenda for each Committee Meeting.
6. To excuse absences from regular or special meetings upon request of the absent member.

ARTICLE VI continued

VICE CHAIRPERSON

1. To assume all duties in the absence of the Chairperson.
2. To serve as an ex-officio member of all subcommittees.

DIRECTOR:

1. To cause notification to Committee members and interested persons of all regular and special meetings of the Committee not less than 5 days prior to the meeting. The Chairperson may waive this time requirement providing that a quorum has been achieved.
2. To cause the delivery of the minutes within 10 days after the meeting.
3. To cause the delivery of the upcoming agenda to the Committee members not less than 5 days in advance of each meeting.
4. To cause the keeping of rolls, records, oversee the taking of minutes and other reports as necessary.
5. To cause the receiving and handling of all correspondence, and pass on to the necessary person(s).
6. To approve and send on to the County Board of Supervisors any expenses incurred by the Committee members in the carrying out of their duties.
7. To compile, draft and transmit as directed by the Advisory Committee, correspondence, official reports, recommendations, studies and advisory opinions.
8. In the absence of the Secretary, the Chairman shall appoint a member of the committee to fill that role.

ARTICLE VII

COMMITTEES

- Section 1. The Executive Committee shall consist of the officers of the Advisory Committee, including the Director, and shall have the responsibility for the conduct of all Committee affairs in the intervals between meetings, and may execute with full power all matters which the Advisory Committee may assign or delegate to it in so far as such matters are not inconsistent with these By Laws.

ARTICLE VII continued

Section 2. Sub-committees may be appointed by the Chairperson and may also designate Chairpersons of the respective sub-committees. Such sub-committees shall meet at times and places set forth by the Chairperson of the particular sub-committee.

ARTICLE VIII

PUBLIC ACCOUNTABILITY

The Committee meetings are public meetings; copies of the agenda and official minutes will be made available to the press and public on request. The Director shall cause to be published notice of meetings to the public to include the agenda and time and place of such meeting at least 10 days in advance.

ARTICLE IX

The By Laws can be amended at any regular meeting of the Advisory Committee by a two/four vote of all five/seven members, provided that the amendment has been submitted in writing at the previous meeting or by email 30 days prior the next scheduled meeting.

ARTICLE X

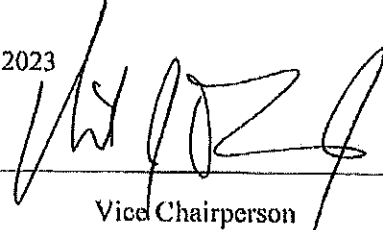
WAIVER OF PROVISIONS

The Dodge County Board of Supervisors reserves the authority to waive any provision of these By Laws upon showing cause to do so.

The above By Laws adopted on 3/31, 2023



Chairperson



Vice Chairperson