

# **SAN BENITO COUNTY**



## **BY-LAWS**

### **Procedures for the Transaction of Business**

#### **For**

### **Tourism Advisory Committee (TAC)**

**I. Name**

The name of the Committee shall be the Tourism Advisory Committee (TAC).

**II. Mission**

To advise the Board of Supervisors on tourism-related initiatives.

**III. Duties**

The duties of the TAC will meet monthly and strive to:

- A. Refine tourism-related initiatives that are directives of the Board of Supervisors.
- B. Provide new ideas for tourism-related initiatives that are presented to the Board of Supervisors for further direction, ensuring efficient use of staff time developing proposed initiatives.
- C. Present progress on tourism-related initiatives on at least a quarterly basis to the Board of Supervisors through a written report or board meeting presentation.

**IV. Schedule**

The Committee shall set a regular day and time to meet monthly. The Chair can set more meetings. A voting member who cannot attend a meeting must notify the designated staff and arrange an alternate to attend. If a voting representative misses three (3) consecutive meetings without a valid excuse, their position will be considered abandoned, and the role will be reposted to find a suitable replacement.

**V. Appointments**

The Tourism Advisory Committee shall include voting members representing the following seats:

1. Two (Elected) representatives of the San Benito County Board of Supervisors
2. Two (Elected) representatives, one from each incorporated city, i.e., the City of Hollister and the City of San Juan Bautista.
3. One representative from Hollister Downtown Association.
4. One representative from Spirit of San Juan Bautista.
5. One representative from Visit San Benito.
6. Chair and Vice-Chair of the committee are the two Boards of Supervisors selected by the voting members to those respective positions.

**VI. Committee Organization**

- A. The Committee shall set a regular day and time to meet monthly. More meetings can be set by the committee.
  - The committee shall confer on the fourth Wednesday of each month at 2:00 p.m. in the Board of Supervisors Chambers unless otherwise specified in advance.
- B. A quorum shall be a majority of the voting committee members.
- C. A majority of votes is defined as a simple majority if a quorum is present.
- D. Generally accepted practices or principles for meetings shall govern the Committee's proceedings.
- E. The Brown Act Laws for Open Public Meetings, Government Code Section 54950.5 governs the Committees' actions.
- F. The Chair shall preside over all meetings.

**VII. Conflict of Interest**

Suppose a conflict of interest exists; a recusal is warranted due to a conflict of interest. That member should inform the Chairperson and state that they will not participate in that agenda item.

VIII. **Severability**

If any portion of these by-laws is invalid, the remaining amount shall stand.