

By-Laws
Keith County Visitors Committee

ARTICLE I
NAME

The name of this organization shall be the Keith County Visitors Committee

ARTICLE II
PURPOSE

The purpose of the Visitors Committee shall be to advise the Keith County Board of Commissioners in administering the Keith County Visitors Promotions Fund (499), which proceeds shall be used generally to promote, encourage, and attract visitors to come to Keith County, Nebraska and use the travel and tourism facilities within Keith County, and the Keith County Visitors Improvement fund (726), which shall be used to improve the visitor attractions and facilities in Keith County. In furtherance of this purpose, the Visitors Committee shall:

1. Act as an advisor to the Keith County Board of Commissioners in the procurement of contractual services, if so desired, to carry out the provisions of the Nebraska Visitors Development Act;
2. Monitor and maintain a working relationship with any contractor or contractors that may be chosen;
3. Review the budget and make specific recommendations to the Board of the Keith County Commissioners regarding administration of the proceeds of the County Visitors promotion funds and improvement funds;
4. Promote a better understanding of, and seek community support for the travel and tourism industry by interpreting the role that it has in Keith County.

ARTICLE III
DEFINITIONS

The definitions as stated in sections 81-1245 to 81-1264, R.R.S. of Nebraska Law, being the Nebraska Visitors Development Act are adopted by the Keith County Visitors Committee and incorporated herein.

ARTICLE IV MEMBERSHIP

SECTION 1: The members of the Visitors Committee shall be appointed by the Keith County Board of Commissioners.

SECTION 2: The Visitors Committee shall consist of either five members or seven with no deviation from that membership number with at least one, but no more than two members shall be from the hotel industry. If the Committee goes from five to seven members, then up to three members shall be from the hotel industry.

SECTION 3: Each member of the Visitors Committee shall serve a term of four years. All new appointments shall become effective upon appointment by the Keith County Board of Commissioners.

SECTION 4: As positions on the Visitors Committee become vacant, they will be advertised and the general public notified. Letters of interest shall be solicited and reviewed by the Visitors Committee. A recommendation from the Visitors Committee shall be forwarded to the Keith County Board of Commissioners.

SECTION 5: Members shall receive no compensation for their services, except reimbursement for necessary expenses. All expenses must be approved as a claim by the Keith County Board of Commissioners.

SECTION 6: As of September 1, 2009, any new member of the Committee must be a resident of Keith County, unless a variance by the Keith County Board of Commissioners is given.

ARTICLE V MEETINGS

SECTION 1: The Visitors Committee shall meet on the third Wednesday of each month at a place agreed upon by the membership.

SECTION 2: Three of the five or four of the seven appointed members shall constitute a quorum for the purpose of conducting business.

SECTION 3: Minutes, attendance and other records and reports, as necessary, will be kept of all regularly scheduled or special meetings.

SECTION 4: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Visitors Committee and all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order the Visitors Committee may adopt, in part.

SECTION 5: All meetings shall be held in strict compliance with the provisions of the Nebraska Open Public Meetings Law, Neb.Rev.Stat.* 84*1408 ET, Seq, and amendments thereto. Meetings shall be advertised and the general public notified.

SECTION 6: Visitors Committee members should notify the Chairperson or the Admin of an absence to a scheduled meeting. A Visitors Committee member may not be absent from three consecutive meetings. Should a member be absent on three consecutive meetings, the Visitors Committee may request the resignation of the member in question.

ARTICLE VI OFFICERS

SECTION 1: The officers of the committee shall be elected by the members of the Committee. Officers shall consist of a Chairperson and Vice-Chairperson.

SECTION 2: The officers shall be elected at the first meeting of the year and serve for two-year terms. They may be re-elected for additional terms.

SECTION 3: The duties of the officers shall be the following:

CHAIRPERSON:

1. To preside over the meetings of the Visitors Committee except when delegated to the Vice-Chairperson or designated member.
1. To appoint chairpersons and members of the sub-committees.
2. To serve as an ex-officio member of the sub-committees.
3. To coordinate with the contracting agency in preparing an agenda for each committee meeting.
4. To oversee the receipt, handling and distribution of all correspondence as administered by the contracting agency.

5. To excuse absences from regular or special meetings upon request of the absent member.
6. To approve and send to the Keith County Board of Commissioners any expenses incurred by the committee or committee members in the carrying out of their duties.

VICE-CHAIRPERSON:

1. To conduct meetings in the Chairperson's absence, incapacitation or resignation.
2. To serve as an ex-officio member of all sub-committees.
3. In the event of the Chairperson's death, permanent incapacitation or resignation, the Vice-Chairperson shall assume the office of Chairperson, and a new Vice-Chairperson shall be elected by the membership of the Committee membership to serve out the remaining term.

**ARTICLE VII
COMMITTEES**

SECTION 1: Sub-committees may be appointed by the Chairperson who may also designate chairpersons of the respective subcommittees. Such sub-committees shall meet at times and places set forth by the Chairperson of the particular sub-committee. Sub-committees may not act independent of the Visitors Committee, and may not act in matters that are inconsistent with the By-Laws and Nebraska Visitors Development Act.

**ARTICLE VIII
SPECIAL CONTRACTS**

In the event that the Keith County Board of Commissioners, pursuant to the provisions of the Nebraska Visitors Development Act, elect to contract with one or more persons, firms, associations, or corporations to carry out said act, the Visitors Committee shall be responsible for establishing procedures and requirements for the awareness of such contracts, conducting interviews with prospective contractors, and making recommendations to the Keith County Board of Commissioners relative to the terms of said contracts and the selection of one or more contractors to perform them. Duties to be performed under the direction of the Visitors Committee by the contractual agency shall include but not be limited to:

1. To cause the prompt and accurate keeping of records of minutes, rolls, financial reports, accounts payable, graphs and all other records and reports as necessary.
2. To cause notification to committee members, the Keith County Board of Commissioners, news media and interested person(s) of all regular and special meetings of the committee not less than five (5) days prior to the meetings.
3. To mail and/or email documents to the Visitors Committee members and the Keith County Board of Commissioners Liaison not less than (5) days in advance of each meeting.
4. Except for items of an emergency nature, the agenda shall not be altered later than twenty-four hours before the scheduled commencement of the meeting. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meetings.
5. Be responsible for the handling of all correspondence.
6. To compile, draft and transmit, as directed by the Visitors Committee, all correspondence, official reports, recommendations, studies and advisory opinions.
7. To advise and disseminate information, when authorized, to community organizations within Keith County and other such news media relative to upcoming events and information regarding the Visitors Committee.
8. To provide office space and equipment to carry on the normal business that is entailed in operating the Visitors Committee.
9. To provide an accurate monthly report as to the activities of the contractual agency's assigned duties.
10. To provide a physical address/location for sending and receiving correspondence and to provide the necessary secretarial help to perform all these duties.
11. Contractual services will be bid upon every 2 fiscal years.

A copy of the current contract with one or more persons, firms, associations, or corporation's agency, shall be attached to these By-Laws. (Attachment A)

ARTICLE IX PUBLIC ACCOUNTABILITY

The Visitors Committee meetings are public meetings, copies of the agenda and official minutes are available to the press and public on request at the Keith County Clerks or Keith County Chamber office.

**ARTICLE X
AMENDMENT OF BY-LAWS**

These By-Laws can be amended at any regular meeting of the Visitors Committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

**ARTICLE XI
WAIVER OF PROVISIONS**

The Keith County Board of Commissioners reserves the authority to waive any provisions of these By-Laws upon showing good cause to do so.

Approved	12/30/19
Amended	09/16/20
Amended	10/21/20
Amended	01/19/22