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3 **Mission & Purpose of the**

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5 **Tourism Commission**

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8 **PURPOSE AND DUTIES.**

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10 The purpose of the board is:

- 11 (A) The Tourism Commission is established to provide expertise and recommendations to the city
12 council concerning hotel occupancy tax revenue collected by the city and issues related to and that
13 promote tourism.
- 14
15 (B) The commission shall advise the city council on:
- 16 (1) matters relating to the allocation, investment, and budgets for the hotel occupancy tax
 - 17 revenue and other related funds;
 - 18 (2) city infrastructure and facility investments related to tourism;
 - 19 (3) special events and other city events that have a major tourism component;
 - 20 (4) review and recommendations for marketing related to advertising of Austin, Austin special
 - 21 events, music, art, cultural, and other existing or future tourist attractions;
 - 22 (5) studies, reports, and plans related to the Austin Convention Center and any plans for
 - 23 expansion;
 - 24 (6) state and federal legislation related to the municipal use of hotel occupancy taxes;
 - 25 (7) and any other items related to tourism and hotel occupancy taxes deemed necessary by the
 - 26 city council or the Tourism Commission.
- 27
28 (C) The commission shall consist of 11 members, nominated by each council member and the mayor
29 and appointed by the city council.
- 30
31 (D) The commission shall convene its first meeting no later than Austin 28, 2018, meeting monthly as
32 required to provide timely recommendations to Council.

33
34 **MEMBERSHIP.**

- 35
36 (A) The board is composed of eleven members appointed by the city council.
- 37
38 (B) A member serves at the pleasure of the city council.
- 39
40 (C) Board members serve for a term of four years beginning March 1st on the year of appointment.
- 41
42 (D) An individual board member may not act in an official capacity except through the action of the
43 board.
- 44
45 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular
46 meetings in a “rolling” twelve-month timeframe automatically vacates the member’s position
47 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an
48 absence due to illness or injury of the board member, an illness or injury of a board member’s

1 immediate family member, active military service, or the birth or adoption of the board member's
2 child for 90 days after the event. The board member must notify the staff liaison of the reason for
3 the absence not later than the date of the next regular meeting of the board. Failure to notify the
4 liaison before the next regular meeting of the board will result in an unexcused absence.
5

- 6 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the
7 member does not have a conflict of interest with any item on that agenda or identifies each agenda
8 item on which the member has a conflict of interest. Failure to sign the sheet results in the
9 member being counted as absent and his/her votes are not counted.
10
- 11 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the
12 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a
13 thirty-day notice so the city council can appoint a replacement.
14

15 **OFFICERS.**

- 16
- 17 (A) The officers of the board shall consist of a chair and a vice-chair.
18
- 19 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
20 April 1st. In the event a current officer becomes ineligible to serve as an officer, the board may
21 hold an emergency election as needed.
22
- 23 (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may
24 continue to serve until a successor is elected. A person may not serve as an officer in a designated
25 position of a board for more than four consecutive one-year terms. A person who has served as an
26 officer in a designated position of a board for four consecutive terms is not eligible for re-election
27 to that designated office until the expiration of two years after the last date of the person's service
28 in that office. The board may override the term limit provision for an officer by an affirmative
29 vote of two-thirds of the authorized board members.
30
- 31 (D) A member may not hold more than one office at a time.
32

33 **DUTIES OF OFFICERS.**

- 34
- 35 (A) The chair shall preside at board meetings, appoint all committees, represent the board at
36 ceremonial functions and approve each final meeting agenda.
37
- 38 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
39

40 **AGENDAS.**

- 41
- 42 (A) Two or more board members may place an item on the agenda by oral or written request to the
43 staff liaison at least five days before the meeting. After first consulting with and receiving input
44 from the staff liaison, the chair shall approve each final meeting agenda.
45
- 46 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
47 each meeting not less than 72 hours before the meeting.
48

1 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
2 Meetings Act).
3

4 **MEETINGS.**
5

6 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
7 Meetings Act).
8

9 (B) Board meetings shall be governed by Robert's Rules of Order.
10

11 (C) The board may not conduct a closed meeting without the approval of the city attorney.
12

13 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the
14 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
15 meetings.
16

17 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by
18 three or more members. The call shall state the purpose of the meeting. A board may not call a
19 meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule,
20 more often than once a quarter, unless the meeting is required to comply with a statutory deadline,
21 or a deadline established by Council.
22

23 (F) Six members constitute a quorum.
24

25 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the
26 meeting, then the meeting may not be held.
27

28 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members
29 necessary to provide a quorum.
30

31 (I) The chair has the same voting privilege as any other member.
32

33 (J) The board shall allow members of the public to address the board on agenda items and during a
34 period of time set aside for public communications. The chair may limit a speaker to three
35 minutes.
36

37 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must
38 include the vote of each member on each item before the board and indicate whether a member is
39 absent or failed to vote on an item.
40

41 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
42 Austin Convention Center Department shall retain all other board documents. The documents are
43 public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
44

45 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
46 meeting.
47

1 (N) Each person and board member attending a board meeting should observe decorum pursuant to
2 Section 2-1-48 of the City Code.

3
4 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.
5

6 **WORKING GROUPS.**
7

8 (A) The board can determine the size of a working group but the number of board members serving on
9 the working group must be less than a quorum of the board.

10
11 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
12

13 (C) Quorum requirements do not apply to working groups.
14

15 (D) Staff support will not be provided for working groups.
16

17 (E) Working groups are not required to post their meetings in accordance with the Texas Government
18 Code Chapter 551 (Texas Open Meetings Act).
19

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21 **PARLIAMENTARY AUTHORITY.**
22

23 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all
24 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of
25 procedure which the board or city council may adopt.
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