

**CITY OF LAWRENCE, KANSAS  
CONVENTION & VISITORS BUREAU ADVISORY BOARD  
BYLAWS**

**ARTICLE I. Purpose and Organization**

Section 1. The Lawrence CVB Advisory Board, hereinafter referred to as the "Board", was created by authority of the City Commission of Lawrence, Kansas by Ordinance No. 24 on August 24, 1993. This ordinance was repealed on August 19, 2003 and replaced with Ordinance No. 36.

Section 2. The purpose of the Board is to promote, support, foster and develop programs which endeavor to increase general tourism and visitations to Lawrence.

**ARTICLE II. Powers and duties of the Board**

Section 1. The Board, after qualifying as provided by law, shall be vested with the following powers and authority:

- a. To perform such duties as are assigned by the Board of City Commissioners.
- b. To advertise and promote the City of Lawrence with the intent of producing occupancy in Lawrence hotels.
- c. To encourage special events such as conventions and sports tournaments as well as festivals and community events that result in additional business for the hospitality industry and the city at large.
- d. To appoint such project subcommittees as best fulfill the obligations of the Board.
- e. To raise and receive monies and administer the same, subject to the approval and satisfaction of the Board of City Commissioners and the Destination Management, Inc. Board of Directors.

Section 2. In all formal matters, the Board shall act by resolution and all notices required by law to be given by publication shall be published in an official manner.

**ARTICLE III. Membership.**

Section 1. The Board shall consist of no more than thirteen (13) members appointed by the Mayor, approved by the City Commission, six (6) of which shall be employed in the hotel industry and seven (7) of which shall be at large.

Section 2. Members shall normally be appointed for a three-year term and will serve until their successors are appointed and qualified for office. Members shall be residents of Lawrence or represent hotel properties within the city.

Section 3. Members may be reappointed when the three-year term expires.

Section 4. Any vacancies in the membership of the Board shall be filled by the appointment of a member for the unexpired term of a member, whose office is vacant, by the City Commission.

Section 5. All members of the Board shall serve without compensation.

Section 6. The Mayor shall be an ex-officio member with the right to participate in all deliberations, but without voting privileges. The Mayor shall also serve as honorary chair.

Section 7. If any member of the Board shall commit any act prejudicial to the conduct of the affairs of the Board or the purposes for which it is formed, or shall have changed his or her status so as to be ineligible for membership, such person shall be notified in writing to appear personally before the Board at a designated time not less than thirty (30) days after such notification and at such time, be given a hearing. By a two-thirds vote of all the Board members present at the meeting, the membership of such person on the Board may be terminated or suspended. Suspension is not appropriate where the person has ceased to be a person in the category of persons eligible for membership. If either suspension or termination is decided upon, the terms and conditions of same shall be specified in writing and delivered to the suspended or terminated member.

Written notices hereunder shall be delivered by registered mail to the member's last known address.

#### ARTICLE IV. Officers and Their Duties

Section 1. The officers of the Board shall consist of the Chair, Vice-Chair, Secretary/ Treasurer.

Section 2. The Chair shall appoint a nominating committee to present candidates for office at the annual meeting in November. Officers shall be elected by ballot, except if there is but one nominee for any office. If there is but one nominee for any office, the election may be by voice vote.

Section 3. The term of office shall be one year and will coincide with the calendar year. Should a vacancy in any office occur, then the Nominating

Committee shall present candidates for such vacant office, and such officer shall be elected as set forth in this Article.

Section 4. The duties of the officers are as follows:

- a. Chair. The Chair shall preside at all meetings of the Board; appoint the chairperson of standing and special committees and shall perform such other duties as may be prescribed in these bylaws or as assigned by the Board.
- b. Vice-Chair. The Vice-Chair shall act as an aide to the Chair; perform the duties of the Chair in the absence of that officer. The Vice-Chair shall normally succeed the chair on the completion of the Chair's term.
- c. Secretary/Treasurer. The Secretary/Treasurer shall ensure that accurate records are kept of the proceedings of the meetings of the Board and that accurate financial reports are presented and maintained. The Secretary/Treasurer shall also ensure that the annual budget report is made to the City Commission.

## ARTICLE V. Meetings

Section 1. Regular meetings of the Board shall be held quarterly, or as the Board deems necessary. Adequate notice shall be given of the date for meetings as required by law.

Section 2. The regular meeting held in November shall be the annual meeting.

Section 3. Special meetings may be called by the Chair or by any three members of the Board by giving notice at least three days in advance of said special meeting to all members of the Board.

Section 4. A quorum shall consist of a majority of the members of the Board appointed and qualified at any given time. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

## ARTICLE VI. Standing and Special Committees

Special committees as are considered necessary shall be appointed by the Chair and ratified by the Board.

## ARTICLE VII. Annual Report

The Lawrence Convention and Visitors Bureau Advisory Board shall make annual reports not later than March 1 of each year covering the preceding calendar year to the DMI Board.

#### ARTICLE VIII. Amendments

These bylaws may be amended by a majority vote at any meeting, provided that the amendment has been submitted in writing at the previous regular meeting. Each member shall be sent a copy of the proposed amendment in the notice of the meeting.

Such bylaws shall not become effective until approved by the Board of City Commissioners.

Approved and adopted

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Mayor Rob Chestnut

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Date