

BY-LAWS OF THE MASON COUNTY LODGING TAX ADVISORY COMMITTEE

ARTICLE 1, AUTHORITY

The Mason County Lodging Tax Advisory Committee (LTAC) is authorized by RCW 67.28.1817 and Mason County Code Chapter 2.96 as now or hereafter amended.

ARTICLE 2, PURPOSE

The LTAC will review and make recommendations to the Board of Mason County Commissioners regarding: (1) plans to impose any new lodging tax or to increase the rate of an existing tax; (2) plans to repeal an exemption from the lodging tax; and/or (3) proposed changes to the use of lodging tax proceeds.

ARTICLE 3, MEMBERSHIP

The LTAC shall consist of at least five members appointed by the Board of Mason County Commissioners. The committee shall include: at least two representatives of businesses that are required to collect the lodging tax; at least two members who are persons involved in activities that are authorized to be funded by lodging tax revenue; and one Mason County Commissioner who shall serve as the Chair of the LTAC.

ARTICLE 4, ALTERNATES

Members should minimize the number of time they miss a LTAC meeting, however, when circumstances prevent a Commission-appointed LTAC member from attending a meeting, the LTAC member is encouraged to send an alternate to the LTAC meeting. The alternate shall be an employee or member of the same business or activity that qualified the Commission-appointed LTAC member. Whenever possible the alternate should be the same person. Alternates are expected to participate in group discussions and are allowed to vote. The Commission-appointed LTAC member shall, in writing, inform the Mason County Commission staff who their alternate is.

ARTICLE 5, MEETINGS

Meetings of the LTAC shall be held when necessary in the Mason County Commission Chambers, 411 North 5th Street, Shelton, WA. Seven days written notice of meetings and the meeting agenda shall be provided to each LTAC member via email. Meetings are covered under the Washington Open Public Meetings Act.

ARTICLE 6, QUORUM

A majority of the sitting members and/or alternates shall constitute a quorum for the transaction of any business that may come before any LTAC meeting. If a LTAC member cannot attend a meeting, he/she agrees to inform Mason County Commission staff at least one working day before the meeting is conducted.

ARTICLE 7, VOTING

Each regularly appointed member, or duly appointed alternate serving in the stead of a regularly appointed member, shall be entitled to one vote on any matter that may come before the LTAC. The majority vote of quorum present of the LTAC shall be necessary to decide any question. The Chair is allowed to vote.

ARTICLE 8, OFFICERS

The Mason County elected official shall serve as Chair. The Chair shall be responsible for conducting the meetings and for setting the agenda. A Vice- Chair can be selected by the LTAC when the Chair is absent. Mason County staff will provide administrative assistance to the LTAC.

ARTICLE 9, RECORDS AND CORRESPONDENCE.

The LTAC's official mailing address to receive correspondence is Mason County Commissioners' Office, 411 North 5th Street, Shelton, WA 98584. Minutes shall be kept and are considered a public record.

ARTICLE 10, SIGNATURE AUTHORITY

The Chair is authorized to sign any necessary documents and only one signature is required.

ARTICLE 11, TRAVEL

No travel expenses shall be reimbursed for LTAC members.

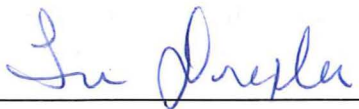
ARTICLE 12, TRAINING

Member's participation is dependent upon attending certain trainings made available by the County during regular business hours (such as Open Public Meetings Act and Public Records). The trainings are at no cost to the member.

ARTICLE 13, AMENDMENTS

The LTAC on thirty days written notice to the membership may amend these By-Laws at any regular meeting.

APPROVED this 31st day of October, 2017.



Chair