



Orange County Tourism Advisory Committee

BYLAWS

A. Name

- i. The name of this group shall be the Orange County Tourism Advisory Committee, hereinafter referred to as the TAC.

B. Purpose and Intent

- i. The purpose of the TAC is:
 - (1) To serve in an advisory capacity for the Assistant Director of Economic Development and Tourism, County Administrator, and Board of Supervisors
 - (2) To make recommendations on matters pertaining to tourism marketing initiatives, tourism projects, and long-range plans for the tourism industry in Orange County.
 - (3) To investigate, research, and report on the feasibility of adoption or implementation of ideas and initiatives to further the County's tourism efforts and increase tax revenues and visitation numbers.
- ii. Mission Statement: The mission of the TAC is to inform and engage all tourism sectors and the community, creating a unified, dynamic consortium that increases tourism in Orange County for the benefit of the entire community.
- iii. The TAC shall serve as an advisory board, not a policy board; therefore, it can make recommendations but not set policy.

C. Membership

- i. The TAC shall consist of at least twelve (12) but no more than sixteen (16) members, representing different stakeholders in the tourism industry in Orange County and be appointed by the Board of Supervisors for two (2) year terms. Members may be reappointed for additional two (2) year terms by the Board of Supervisors.
- ii. Members shall serve without compensation.
- iii. The Board of Supervisors may remove any member of the TAC for misconduct or negligence of duty, as well as absenteeism in accordance with the Orange County Board of Supervisors' attendance policy.

D. Officers of the Committee

- i. Officers of the TAC shall consist of a Chair, Vice-Chair, and Secretary.
- ii. The Chair and Vice-Chair shall be elected by the TAC at the first meeting of the year and shall serve a one (1) year term by majority vote of the TAC members. No member may serve more than two (2) consecutive terms in the same office.
- iii. The Chair shall preside at meetings of the TAC and perform such other duties as are incident to the office or are properly required by the TAC.
- iv. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair and other duties as assigned by the TAC.
- v. The Assistant Director of Economic Development and Tourism shall serve as the Secretary and be responsible for: maintaining all TAC records; taking meeting minutes; and notification of TAC meetings.
- vi. If a vacancy occurs in the position of Chair, the Vice-Chair will fill the unexpired term of the Chair.
- vii. If a vacancy occurs in the position of Vice-Chair, the position shall be filled by majority vote of the TAC at its first meeting following the creation of such vacancy.

E. Meetings

- i. Regular meetings shall be held on the second Wednesday of every other month, beginning in January, at 5:30 p.m. Meetings will be held in the Economic Development and Tourism Office, located at 109 West Main Street, Orange, VA 22960, unless otherwise advertised.
- ii. The quorum for all TAC meetings shall be a majority of its appointed members.

F. Rules of Order

- i. Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be achieved, Robert's Rules of Order (12th edition) will be invoked. Any voting member may also request that Robert's Rules of Order be used in the conduct of business of the TAC.
- ii. A formal vote will be required for all matters pertaining to budget or financial decisions.

G. Amendments

- i. The Board of Supervisors may revise these bylaws to address procedural or substantive needs of the TAC.

Adopted December 1, 2020
Revised and Adopted January 24, 2023