



**Accommodations Tax Committee
By-Laws
February 16, 2017, Amended March 30, 2017**

I. Organization.

A. **Purpose:** To make recommendations to the Town Council of the Town of Surfside Beach on the expenditures of revenue generated from the Accommodations Tax as required by South Carolina Code of Laws 1976, Chapter 4, Section 6, hereinafter referred to as the "Act."

B. **Rules:** These by-laws are adopted pursuant to that certain resolution adopted by the Town Council of the Town of Surfside Beach dated June 19, 1984, which created the Accommodations Tax Advisory Committee.

II. Officers.

A. Officers of the committee shall consist of a chairman and a vice-chairman elected by a majority vote of the committee members, and a secretary who will be the town clerk or such other municipal employee as designated by the town administrator. The chairman and vice-chairman shall be voting members of the committee.

B. Officers shall be elected for one year terms at the first meeting held during the calendar year for the upcoming calendar year. The outgoing officers shall relinquish all responsibility and newly elected officers shall assume responsibility immediately following the election of officers.

C. The offices of chairman and vice-chairman shall be eligible for re-election to consecutive terms, at the pleasure of the membership.

D. The chairman shall preside at meetings, act as spokesman for the committee, sign documents when authorized by the committee, make reports and submit recommendations to town council, and perform such other duties as authorized by the committee or town council.

E. The vice-chairman shall perform the duties of the chairman, which are set forth in paragraph D above, during his or her absence.

III. Rules of Order.

A. **Rules of Order.** Unless otherwise specified herein, *Robert's Rules of Order* shall govern the conduct of all meetings of this committee.

B. **Amendments.** These by-laws may be amended from time to time by a majority vote of the committee members.

IV. Meetings.

A. **Schedule and Meeting Place.** The committee shall meet when there is business to conduct. Meetings may be called by the chairman or upon recommendation of town administration. The committee shall meet on the third Wednesday each January to consider budget recommendations for the upcoming fiscal year and other business as applicable. Other meeting times and dates may be adjusted according to the business to be transacted. Meetings days are on Wednesday and meetings shall begin at 4:00 p.m. Meetings are held at town hall in council chambers.

B. Order of Business.

1. Call to Order
2. Minutes Approval
3. Public Comments on Agenda Items (3 minutes per speaker)

4. Business
 - i. Town of Surfside Beach Budget Financial Report, Budget Recommendations, etc.
 - ii. Other Requests and Presentations (if any)
5. Public Comments General (5 minutes per speaker)
6. Committee Comments
7. Adjournment

C. **Agenda and Meeting Package.** As early as possible, but in no event later than the Friday preceding the next scheduled meeting, the town clerk shall deliver to each committee member an agenda and supporting documents. Pursuant to the Freedom of Information Act, the town clerk shall deliver the agenda to the media and other interested parties, and have a meeting package available for public/media review prior to and at the meeting.

D. **Quorum.** A majority of the committee members shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting. Pursuant to Town Code 2-61(m), a quorum for this committee requires that four (4) members be present.

E. **Voting.** A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected. The member shall announce the reason for the disqualification, and complete a written recusal for the permanent record prior to leaving the meeting during which the recusal occurs. Any member who is disqualified must refrain from deliberating or voting on the question.

F. **Attendance.** The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The committee shall recommend to the town council removal for cause of any member who is absent from three (3) consecutive meetings without just cause.

G. **Parliamentarian.** The committee may elect a parliamentarian from within its membership; otherwise, the town administrator or his or her designee shall serve as parliamentarian.

V. Procedures.

A. **Town Funding Requests.** The town administrator and/or department directors may request funding from the committee for uses allowable under the Act. Department directors should advise the town administrator of the proposed expenditure request for placement on the next meeting's agenda.

B. **Grant Applications for the upcoming Fiscal Year.** The committee shall solicit grant applications annually from October 1st through December 31st for which the Act approves accommodations tax funding. Grant applications will be considered for funding during the town's next fiscal year at the first meeting of the committee during the calendar year for recommendation to town council.

1. Grant application forms shall be available to the general public on the town's website and upon request from the town clerk.

2. Grant application forms must be completed with all applicable information and the grantee should provide any supporting documentation that would benefit the committee in its decision making process.

3. Grant applicants *must* appear before the committee to present their requests. The grant application form must be delivered to the town clerk pursuant to Paragraph B above.

C. **Other Funding Requests.** Funding request that require the committee's review that are made at times other than October 1st to December 31st must be made to the town administrator who, within his or her sole discretion, may call a committee meeting or add the request to the next scheduled meeting agenda for consideration. As stated in B. 3., grant applicants *must* appear before the committee to present their requests.

D. **Changes to Funding Requests.** The committee reserves the right to approve, deny, change, or recommend incremental funding for any grant or funding request that it approves for recommendation to town council.

E. Submissions to Town Council: Pursuant to §6-4-25(C), recommendations to Town Council shall be submitted in writing. Actions approved by duly adopted motion will be documented in a resolution of the Accommodations Tax Committee, signed by the Chairman, and submitted to Town Council at its next regular meeting.

VI. Approval. By virtue of the Act, all recommendations of the committee are subject to adoption by the Town Council of the Town of Surfside Beach, who may adopt, reject, or amend any of the committee's recommendations.

VII. Authority. All committee recommendations shall be made according with the Act and in the event of conflict the Act shall prevail.

Randy Harrison, Chairman (Lodging)

Kathryn M. Martin (Culture/Arts)

E. J. "Mil" Servant (Lodging)

Carolyn Harbin

Gary Livesay

Melodye Lane-Laveglia

Sammy Truett

Attest:

Debra Eaddy Herrmann, CMC
Town Clerk

Approved