

By Laws of the Davis County Tourism Tax Advisory Board (TTAB)

ARTICLE I DAVIS COUNTY TOURISM TAX ADVISORY BOARD

The Davis County Tourism Tax Advisory Board ("Board"), is an advisory board functioning under the direction of the Davis County Board of Commissioners ("Commission") and established under the authority of Utah Code §17-31-8. The Board serves for the benefit of Davis County operating within the Davis County Tourism and Events Office ("Tourism Office"), located at 61 S Main Street, Farmington, UT 84025.

ARTICLE II BOARD DUTIES AND STRUCTURE

- A. Duties. The Board is an advisory board serving at the direction of the Commission with the primary purpose of advising the Commission on the best use of revenues collected from the tax allowed under Utah Code § 59-12-301 (Transient Room Tax) and Utah Code § 59-12-603 (TRCC or Restaurant Tax), by providing the Commission with a recommended priority listing for proposed expenditures based on projected available tax revenues supplied to the Board by the Commission on an annual basis. Additionally, the Board will provide assistance, guidance and advice to the Division Director of the Davis County Tourism and Events Office in the promotion of tourism in Davis County.
- B. Board Composition.
1. The Board shall consist of a minimum of five (5) and no more than eleven (11) members who are appointed by the Commission. In making the appointments the members of the board shall satisfy the following requirements of Utah Code §17-31-8(3):
 - i. All members shall be residents of Davis County;
 - ii. A majority of the members shall be currently employed by an entity located in Davis County that is subject to the Transient Room Tax, Restaurant Tax or Short Term Leasing Car Tax; and
 - iii. Those who are not employees of an entity subject to the above taxes shall be employees of recreational facilities, convention facilities, museums, cultural attractions, or other tourism related industries located within Davis County.
 2. The Board may also include:
 - i. One member who represents the Amusement industry;
 - ii. One member who represents the Meetings, Convention or Sports industry; and
 - iii. One member who represents Antelope Island State Park;
 3. The Board may also have up to two (2) non-qualifying persons as specified in paragraph B(1)(i-iii) directly above, to serve as advisors to the Board. The "Ex-Officio" advisors hold non-voting positions, and they must represent a business or industry located in Davis County that contributes to the overall tourism economy.
 - i. Non-voting advisors do not count toward the overall total number of members allowed on the Board and cannot serve as officers;
 - ii. Non-voting advisors must still be appointed by the Commission.
- C. Term of Service. Each Board member shall serve for a two year term and are appointed by the Commission. The terms of Board members shall be staggered so that an even number of Board members are appointed in even numbered years and an odd number of Board members are

appointed in odd years. Board members may not serve more than three consecutive terms with the exception of the following:

1. A representative from Lagoon may serve on the board with no term limits;
 2. A representative from Antelope Island State Park may serve on the board with no term limits;
 3. "Ex- Officio" advisors may serve the board with no term limits.
- D. Compensation. Board members shall serve without compensation or benefits. Board members may receive per diem and reimbursement of expenses incurred in the performance of their official duties, in accordance with 17-31-8(5) Utah Code Annotated. Board members shall in no way be considered employees of Davis County.
- E. Vacancies. In the event that a board member fails to complete his/her term of service, the Commission shall appoint an individual to serve the remainder of the unexpired term. The Commission shall comply with the requirements of sections B and C above when appointing an individual to complete an unexpired term. Before the expiration of any term of service and when there is a vacancy, the Board shall recommend to the Commission at least three individuals to fill the vacant or expiring position(s).
- F. The Board shall elect officers as set forth in Article III. The Board may establish such sub-committees, as it determines from time to time that may be necessary to carry out its duties and responsibilities. The committees may make recommendations to the Board, and the Board may accept or reject those recommendations but such sub-committees shall have no power to make decisions that shall be binding on the Board or the County.
- G. The Board may, propose additional policies and procedures for the continued operation and maintenance of the Board.

ARTICLE III OFFICERS

- A. The Board shall elect from its voting members a Chairman and a Vice-Chairman, which shall hold office for a term of one year. Each officer shall be elected, or re-elected annually at the first regularly scheduled meeting of the calendar year, or as needed to fill vacancies.
- B. The Chairman shall preside and conduct all meetings of the Board and shall see that all actions of the Board are carried out according properly. The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman.
- C. The Tourism Office may provide a Davis County Employee to act as a Secretary for the Board and to perform the following duties:
- i. Attend the meetings of the Board and keep records and minutes of the proceedings;
 - ii. Assist the Chair with creating agendas for the meetings, reserving rooms or locations for the meetings, and other administrative type duties for the Board.
- D. The Division Director of the Tourism Office shall serve and assist the Board as the Executive Director. The Division Director shall remain at all times an employee of Davis County subject to the policies of Davis County employment. The Division Director is hired and fired by the Commission in accordance with Davis County Personnel Policies.

- E. The Commissioner assigned to Tourism will work as a liaison with the Division Director to pass information from the Commission to the Board. All auditing and financial management activities shall be performed in accordance with Davis County policies administered by the Davis County Clerk/Auditor.

ARTICLE IV
MEETINGS

- A. The Board will hold regular meetings bi-monthly, the second Wednesday of the month, at 4:00 PM Mountain Time, starting in January, unless otherwise announced at least Five (5) calendar days before the scheduled date. Special meetings of the Board may be called by the Chairman, Division Director or upon written request of at least two board members. Written notice of each special meeting shall be e-mailed to all Board members no later than five (5) calendar days prior to the meeting, unless such notice is not possible due to an emergency, in which case notice shall be given to the Board members as soon as possible by the best means practical under the circumstances.
- B. Two of the six Board meetings may be held at tourism related locations in Davis County and at least three Board meetings must be held at the Davis County Administrative building. At least five of the voting Board members will constitute a quorum necessary for the Board to advise the Commission and fulfill its duties as outlined in 17-31-8 Utah Code Annotated.
- C. All meetings of the Board will be conducted in accordance with Robert's Rules of Order to the extent that they are consistent with Utah State Law.
- D. Board members must attend all meetings of the Board in person or electronically. Failure of a Board member to attend at least two scheduled meetings per year shall be reason for removal from the Board either by a majority vote of the Board or the Commission. A Board member may participate via phone conference if unavailable and circumstances permit.
- E. Regarding any issue before the Board, each Board member shall declare any and all perceived conflicts of interest to the Board and shall abstain from voting on the issue.

ARTICLE V
AMENDMENTS

These Bylaws may be altered, amended, replaced or added to at the discretion of the Davis County Board of Commissioners.

Dated: December 7, 2021



Bob J Stevenson
County Commission Chair

ATTEST:



Curtis Koch
County Clerk