

## **Visit Fort Bragg Committee Protocols**

Created January 17, 2018

### **I. Purpose**

The purpose of these protocols is to provide rules and procedures for conducting all Visit Fort Bragg meetings, operations and performance of duties. VFB is an advisory committee to the City of Fort Bragg; the project manager and VFB are supervised by City staff from the Community Development Department.

The purpose of the Visit Fort Bragg (VFB) committee is to promote Fort Bragg, California as a travel and retail destination for the expressed purpose of increasing spending within the city, generating additional tax revenues from increased travel and retail spending and sustaining and expanding tourism and retail income and employment within Fort Bragg.

### **II. Members**

- a. The VFB shall be composed of up to 10 members.
- b. Members should represent a cross section of the Fort Bragg tourism sector. Ideally (but not mandatory) from sectors as below:
  - i. Lodging: up to 3 members with representation from both large and small establishments; branded and not branded.
  - ii. Retail: 2 members
  - iii. Dining: 2 members
  - iv. Recreation/Attraction: 1 member
  - v. Art/Culture: 1 member
  - vi. Other: 1 member of the community
- c. Members are not required to reside in Fort Bragg city limits.
- d. Members may be nominated by City representatives and committee members. Members may be recommended to the committee by community members.
- e. Potential members are required to complete the current VFB Committee Membership Interest form.
- f. Members are required to complete the current VFB Committee Member Conflict of Interest Disclosure Form. The purpose of this form is to provide full transparency about committee members' interest and affiliations. The forms will be reviewed by City staff.
- g. New members must be approved by a majority vote of (in this order): current Committee members, VFB Project Manager and City staff.
- h. If committee membership is full, the committee may consider rotating members or increasing membership.

### **III. Sub-Committees**

All VFB committee members will be encouraged to join a subcommittee or ad hoc committee. This is not mandatory.

Members of sub-committees are not limited to VFB committee members. Sub-committees can be a community member or any other person outside the VFB committee.

The following are examples of the kinds of committees that can be formed as needed. This is not an exhaustive list.

a. **Advisory Committee**

This group will support the VFB project manager. This group is empowered to deal with issues that arise between the full meetings. It also helps the project manager to formulate the agenda for full meetings.

The committee will consist of up to 3 current VFB members, a city staff representative and the VFB project manager.

b. **Governance committee.** Also known as the nominating committee, this group recruits and orients new members and develops ongoing educational opportunities for the entire committee.

c. **Finance and/or audit and risk committee.** This group reviews the organization's accounting policies and internal financial controls. It also works with the organization's audit firm, reviews the auditor's reports and makes the board aware of key risks— and the strategies for dealing with risks.

d. **Ad hoc committees as needed.** The VFB committee may appoint ad hoc committees as needed to oversee specific projects that are time-limited and can occur only once in some cases or be recurring for specific times of year, events or to fill other needs.

**IV. Meetings**

- a. All regular meetings shall be scheduled, agenzized, conducted and posted at the designated VFB info page and sent to all committee members.
- b. VFB will hold a monthly meeting, unless rescheduled. Each meeting will be on a regular schedule at a date and time convenient to the majority of members unless otherwise noted.
- c. The regular meeting place of VFB shall be at the City of Fort Bragg City Hall located at 416 N Franklin Street or other public place as agreed.
- d. A special meeting of the VFB may be called by the Project Manager or by a majority vote of the members or by City staff.
- e. Each member of the VFB is expected to attend all regular meetings. If any member misses three consecutive meetings, that member may be eligible for removal from office.

**V. Financial**

- a. The committee may recommend expenditures to the project manager and to City staff for consideration and discussion.

**VI. Voting**

- a. Voting will be by majority of all members present at a meeting with a minimum of 3 attendees at the time of the vote or by virtual vote (IE email).

**VII. Amendments**

- a. These protocols may be amended at any time by a majority vote of the committee.