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**Spotsylvania County Courthouse Tourism  
and  
Special Events Commission**

**BYLAWS**

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**ARTICLE I - OBJECTIVES**

The official title of this commission shall be the "Spotsylvania County Courthouse Tourism and Special Events Commission", (hereinafter referred to as the "Commission")

This Commission has adopted the following rules of procedure in order to implement its powers and duties in accordance with the provisions of the Code of Virginia, as amended.

**ARTICLE II - OFFICERS**

**A. General**

The officers of the Commission shall consist of a chair and a vice chair.

**B. Selection**

A nominations committee shall be appointed by the chair of the commission prior to February 1st of each year. The nominations committee shall report to the commission at its first regularly scheduled meeting in February of each year. Nominations of the chair and vice chair shall be presented at said regular February meeting. Election of the chair and vice chair shall follow immediately.

A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. The candidate shall take office immediately and serve for one year or until his/her successor shall take office. A candidate shall not be entitled to succeed himself/herself in said office.

Vacancies in offices shall be filled immediately by regular election procedures.

The nominations committee appointed by the chair of the Commission shall consist of the chair and one additional member of the Commission.

**C. Duties**

1. Chair

The chair shall be a member of the commission and shall have the following duties:

- a. Preside at all meetings of the commission.
- b. Appoint committees, special and/or standing.
- c. Rule on all procedural questions. Procedural rulings may be reversed by a vote of at least a two-thirds majority of the members present.

- d. Be informed immediately of any communications related to the Commission and report the same at the next regular meeting.
- e. Carry out other duties as assigned by the commission.

2. Vice Chair

The vice chair shall be a member of the commission and shall have the following duties:

- a. Act in absence or inability of the chair to act.
- b. Have the powers to function in the same capacity as the chair when the chair is absent or unable to act.
- c. Preside at the meeting at such times as the chair may step down in order to bring a motion before the commission.

3. Secretary

The Events Coordinator from the Parks & Recreation Department will serve as the secretary and shall have the following duties:

- a. Supervise the keeping of minutes of the commission and retain these in the Parks & Recreation Department.
- b. Notify all members of all meetings.
- c. Keep a file of all official records and reports of the commission.
- d. Certify all records and reports of the commission.
- e. Provide notice of all meetings in accordance with the Virginia Freedom of Information Act requirements in accordance with the Code of Virginia.
- f. Attend to the correspondence of the commission.

### **ARTICLE III - PARLIAMENTARIAN**

The Chair shall preside at all meetings of the Commission, and shall function as Parliamentarian. In the event the Chair is unable to preside, the Vice Chair shall preside.

### **ARTICLE IV - COMMITTEES**

All committees may be appointed by the chair. The members of the committees will include commissioners and others selected on the basis of competency to serve. No more than three commissioners shall serve on a committee.

Committee members shall be appointed for a minimum of one year. Where a committee contains more than one member, the members shall be appointed on a staggered basis to preserve continuity of the committee. That is, one member will be appointed for a one-year term, a second member for a two-year term, and if a third member is appointed said member shall be appointed for a three-year term. In the event of a vacancy, the chair shall

appoint a member to fill the vacant term. All terms of the committee members shall end at the first meeting in February of each applicable year, and the new incoming chair shall have the authority to appoint the new members to the committees as needed.

Special committees (ad hoc) may be appointed by the chair for purposes and terms as necessary.

## **ARTICLE V - CORRESPONDENCE**

The Secretary shall draft all correspondence for the Commission.

The chair or vice chair shall sign all official papers involving the authority of the commission (e.g. reports and recommendations to the Board of Supervisors).

## **ARTICLE VI - MEETINGS OF THE COMMISSION**

### **A. General**

Meetings of the commission shall be held on the second Wednesday of each month at 5:30 PM, at the Historic Courthouse, 9101 Courthouse Road, or at such other location as the Commission may deem appropriate. When a meeting date falls on a legal holiday, the meeting shall be held on the day following the holiday unless otherwise designated by the commission. Special meetings shall be called at the request of the chair or at the request of a quorum of the membership. At least five days prior to special meetings, written notice of such meeting shall be given to each member and to those requesting notice of meetings under the Virginia Freedom of Information Act. A written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice. Code of Virginia 15.2-2214.

All meetings, hearings, records and accounts shall be open to the public; provided, however, that the Commission may adjourn into an executive session if such session is appropriate under the Virginia Freedom of Information Act.

A quorum shall consist of a majority of the citizen members of the Commission. Voting shall be governed by *Robert's Rules of Order*. At the discretion of the chair, voting may be by roll call. A record of the voting shall be kept as a part of the minutes.

All motions made at any meeting of the Commission shall be restated by the chair before a vote is taken. A motion may be passed by the affirmative vote of a majority of the quorum present. The names of persons making and seconding motions and the vote shall be recorded.

Parliamentary procedure in all Commission meetings shall be governed by the adopted rules of order, namely, *Robert's Rules of Order*, except as the same are modified by these bylaws.

The Commission Secretary shall keep a set of minutes of all meetings, except of executive sessions, and these minutes shall become part of the public record.

The secretary, shall insure that minutes are kept for all regular meetings and all other adjourned and special meetings. All minutes of committees may be taken as determined by the committee chair.

The secretary shall sign all minutes and certify that the minutes are true and correct.

## **B. Order of Business**

The order of business for a meeting shall be as follows:

1. Call to order by chair.
2. Recording of members present by secretary.
3. Determination of a quorum.
4. Review and approval of the minutes.
5. Reports of standing committees.
6. Reports of special (ad hoc) committees.
7. Public Comment
8. Unfinished business from the corresponding meeting of the previous month.
9. New business as allowed by these bylaws.
10. Adjournment.

The above order of business may be modified by the Chair to facilitate the business of the Commission.

## **E. Agenda**

The agenda for all Commission Meetings shall be set by the Chair with input from all members.

## **ARTICLE VII - AMENDMENTS**

These bylaws may be changed by recorded two-thirds vote of the entire membership after 30 days prior written notice of the intention to amend these bylaws, which notice shall contain in detail the amendment to be considered.