

**BYLAWS OF THE TOWN OF EAGLE MARKETING AND EVENTS ADVISORY COMMITTEE (MEAC)  
AS ADOPTED ON \_\_\_\_\_, 2015**

In accordance with a Resolution duly adopted by the Board of Trustees of the Town of Eagle, Colorado, at a regularly held meeting on \_\_\_\_\_, 2015, the following are adopted as the Bylaws of the Town of Eagle Marketing and Events Advisory Committee (MEAC):

**ARTICLE I      NAME**

SECTION 1.      The name of the organization shall be the Town of Eagle Marketing and Events Advisory Committee (MEAC).

**ARTICLE II      PURPOSE**

In November 2011, the Town of Eagle voters approved a lodging occupation tax dedicated to market Town amenities and create events to improve the Town’s economy. The Town of Eagle Board of Trustees formed the MEAC committee to provide advice and consultation to the Marketing and Events staff on how to best market the Town and spend such tax revenue. The committee’s actions are advisory. The Town Board has final budgetary authority over the fund.

**ARTICLE III      MEMBERS**

SECTION 1.      Membership. The Marketing and Events Committee shall consist of nine (9) Voting Members appointed by the Board of Trustees of the Town of Eagle to two (2) year terms. Other non-voting ex-officio members of the Committee shall consist of a Town Trustee, the MEAC Coordinator and other appropriate Town staff. Voting members of the Committee shall be residents of the Town, own real property, own a business or be employed within the Town limits in order to be eligible for appointment. Members may reapply for appointment at the end of their term and may be reappointed by the Board of Trustees, but shall serve no more than two (2) successive two (2) year terms (with the exception of the non-voting ex-officio members.) To the extent possible, the nine (9) voting member Committee should consist of at least one (1) hotel/lodging industry representative, one (1) member of the retail sector and one (1) restaurant industry representative. Voting Members shall be considered “local government officials” for purposes of applicability of the Standards of Conduct contained in Article 18, of Title 24, C.R.S. Voting Members shall also be considered “local government officials” for purposes of applicability of Article XXIX of the Colorado Constitution entitled “Ethics in Government”, also known as Amendment 41.

**ARTICLE IV      PARTNERS**

In order to encourage collaboration, the Committee shall have partner organizations whose representatives shall also participate in Committee meetings. Partners are not voting members of the Committee. There shall be no limit to the number of partner organizations invited to attend and participate in MEAC meetings. Partner organizations and representatives shall not be considered “local government officials” for purposes of applicability of the Standards of Conduct, Article 18 of Title 24, C.R.S. or Article XXIX of the Colorado Constitution.

SECTION 2. Process for Selection of Members. The MEAC Coordinator annually shall establish an application (or letter of interest) process, including public notice in accordance with the Town of Eagle's requirements for public notice, and in consultation with the Town Manager, in order to propose a slate of candidates to the Board of Trustees from applicants submitting an application or letter of interest. If there are more applicants than open positions on the Committee, the MEAC Coordinator may establish a process in consultation with the Town Manager and interested members of the Board of Trustees to make recommendations to the entire Board of Trustees regarding the selection of members.

## **ARTICLE V COMMITTEE MEETINGS**

SECTION 1. Time. MEAC meetings shall be held at 8:30 a.m. on the first Thursday of each month at the Eagle Town Hall for approximately one and one-half (1 ½) hours, unless otherwise determined by a majority vote of the Committee. When posted as such, meetings may be held at other in-town venues. Meetings may be rescheduled by the MEAC Coordinator staff who shall also establish the agenda and facilitate the meeting. Meetings shall be held in an informal, "roundtable" open format and shall be open to the general public, non-voting members, Partners and other interested parties.

SECTION 2. Notice. Meeting times and agendas shall be posted in accordance with the Town of Eagle's requirements for public notice.

SECTION 3. Minutes. Minutes shall be kept for all Committee meetings in which formal action is taken by the Committee in the form of an annotated agenda which shall include a list of Committee attendees present, the member who made a motion and the name of the member who seconded the motion, the motion itself and the result of the vote. Upcoming agendas as well as all past minutes of meetings of the Committee shall be posted on the Town's website.

## **ARTICLE VI MEAC COORDINATOR**

The MEAC Coordinator is hired by the Town of Eagle, and reports directly to the Eagle Town Manager. The MEAC Coordinator shall work with the Town Manager to propose an annual MEAC budget to the Town's Board of Trustees in a similar format as other Town Departments as part of the Town's annual budget cycle. The Marketing & Events Coordinator is the liaison between the committee and the Town Manager and Town Board.

## **ARTICLE VII FUNDING AND BUDGETING FOR COMMITTEE ACTIVITIES**

SECTION 1. Approval by Board of Trustees. Marketing and other use of funds budgeted by the Town's Board of Trustees may be reviewed and discussed by the Committee. No formal action is required by the Committee regarding budgeting or use of such funds. Within such categories, the MEAC Coordinator shall operate similarly to other Town department heads in relation to the Board of Trustees and the Town Manager.

SECTION 2. Allocation of Event Funds. The Town Board shall budget a portion of funds for the purpose of funding events. The proportional allocation of event funds within that budget (and any contingency fund specifically allocated by the Board of Trustees to events) shall be within the purview of the Committee to allocate by majority vote of the nine (9) members of the Committee throughout the year. The annual allocated slate of events shall be presented to the Town Board by the MEAC Coordinator within 30 days of the Committee's recommendations for final approval. Formal action may only be taken

at a regularly scheduled meeting at which a quorum of seven (7) voting members are present. Minor adjustments to already allocated events, such as rescheduling or minor adjustments in allocations (within 10% of approved funding, or cancellation of funding if a request is withdrawn by the applicant) may be made via email approval of Committee members at the request of the MEAC Coordinator. E-mail votes shall be reflected in the minutes of an upcoming regularly scheduled meeting. Unspent or fund from cancelled events may be reallocated by the Committee per processes outlined above. No new allocations for previously unbudgeted events may be made other than at a regularly scheduled meeting.

## **ARTICLE VIII      RECIPIENTS OF EVENT FUNDING**

SECTION 1. Applicants for event funding shall make formal application to the MEAC Coordinator through the use of a form, and pursuant to the format and schedule established, and published on the Town’s website, by the MEAC Coordinator and shall include an anticipated budget for the event. Recipients of event funding shall be required to present a recap of the event to the Committee within sixty (60) days following the day of the event. Event recap requirements shall be listed on the RFP form distributed to prospective applicants. Final payment of event funding is contingent upon review and approval of the event recap by the Committee.

SECTION 2.      Retention of Records. Files for events that have received funding from MEAC shall be open and available to members of the public upon request in accordance with the Colorado Open Records Act, Article 72 of Title 24, C.R.S. and shall be retained by the Town of Eagle for at least five (5) years. It is anticipated that the Committee will review a proposed slate of events for the upcoming year within sixty (60) days of the December meeting at which the Board of Trustees approves the annual Town budget, including funding for MEAC.

## **ARTICLE IX      INDEMNIFICATION**

The Town of Eagle shall indemnify any member of MEAC in regard to a claim of damages or liability as a result of such person performing his or her duties with MEAC when such person conducted himself or herself in good faith and such person reasonably believed that his or her conduct was in MEAC’s best interests.

## **ARTICLE X      AMENDMENTS**

The Board of Trustees of the Town of Eagle may amend these Bylaws at any public meeting of the Board of Trustees.

## **ARTICLE XI      DISSOLUTION**

Following notice to Committee members, and posting of notice, the Board of Trustees of the Town of Eagle may vote to dissolve the Committee at any regular meeting of the Board of Trustees based on its sole discretion.