

GRANT COUNTY LODGING TAX ADVISORY COMMITTEE BY-LAWS

May 22, 2023

ARTICLE 1, AUTHORITY

The Grant County Lodging Tax Advisory Committee (LTAC) is authorized by RCW 67.28.1817 and the Grant County Commissioners.

ARTICLE 2, PURPOSE

The LTAC will review and make recommendations to the Board of Grant County Commissioners regarding: (1) plans to impose any new lodging tax or to increase the rate of an existing tax; (2) plans to repeal an exemption from the lodging tax; (3) proposed changes to the use of lodging tax proceeds; and/or the LTAC must select candidates from amongst the applicants applying for use of revenues described in accordance with RCW 67.28.1816(2)b(ii) and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.

ARTICLE 3, MEMBERSHIP

The Grant County LTAC shall consist of seven members appointed by the Board of Grant County Commissioners. The committee shall include: three representatives of businesses that are required to collect the lodging tax; three members who are persons involved in activities that are authorized to be funded by lodging tax revenue; and one Grant County Commissioner who shall serve as the Chair of the LTAC.

ARTICLE 4, ALTERNATES

Members should minimize the number of times they miss a LTAC meeting, however, when circumstances prevent a Commission-appointed LTAC member from attending a meeting, the LTAC member is encouraged to send an alternate to the LTAC meeting. The alternate shall be an employee or member of the same business or activity that qualified the Commission-appointed LTAC member. Whenever possible the alternate should be the same person. Alternates are expected to participate in group discussions and are allowed to vote. The Commission-appointed LTAC member shall, in writing, inform the Grant County Commission staff who their alternate is.

ARTICLE 5, MEETINGS

Meetings of the LTAC shall be held when necessary, in the Grant County Commission Chambers, 35 C Street NW, Ephrata, WA. Seven days written notice of meetings and the meeting agenda shall be provided to each LTAC member via email. Meetings are covered under the Washington Open Public Meetings Act.

ARTICLE 6, QUORUM

A majority of the sitting members and/or alternates shall constitute a quorum for the transaction of any business that may come before any LTAC meeting. If a LTAC member cannot attend a meeting, he/she agrees to inform Grant County Commission staff at least one working day before the meeting is conducted.

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ARTICLE 7, VOTING

Each regularly appointed member, or duly appointed alternate serving in the stead of a regularly appointed member, shall be entitled to one vote on any matter that may come before the LTAC. The majority vote of quorum present of the LTAC shall be necessary to decide any question. The Chair is allowed to vote.

ARTICLE 8, OFFICERS

The Grant County elected official shall serve as Chair. The Chair shall be responsible for conducting the meetings and for setting the agenda. A Vice- Chair shall be selected by the LTAC, for instance when the Chair is absent. Grant County staff will provide administrative assistance to the LTAC.

ARTICLE 9, RECORDS AND CORRESPONDENCE.

The LTAC's official mailing address to receive correspondence is Grant County LTAC, PO Box 37, Ephrata, WA 98823. Minutes shall be kept and are considered a public record.

ARTICLE 10, SIGNATURE AUTHORITY

The Chair is authorized to sign any necessary documents and only one signature is required.

ARTICLE 11, TRAVEL

No travel expenses shall be reimbursed for LTAC members.

ARTICLE 12, TRAINING

Member's participation is dependent upon attending certain trainings made available by the County during regular business hours (such as Open Public Meetings Act and Public Records). The trainings are at no cost to the member.

ARTICLE 13, AMENDMENTS

The LTAC on thirty days written notice to the membership may amend these By-Laws at any regular meeting.

APPROVED this 22nd day of May 2023.



Rob Jones, Chair