BY-LAWS FOR MANASQUAN TOURISM COMMISSION

ARTICLE I **Name shall be the MANASQUAN TOURISM COMMISSION**

ARTICLE II **PURPOSE:**

A. Carry out those responsibilities delegated to it by State, County and Borough laws and ordinances.

B. To promote desirable attractions of Manasquan as a shore resort community with special emphasis on family orientation.

C. To increase promotional services within the community to attract tourists primarily, but not limited to the Summer Season.

D. To develop and implement an effective promotional marketing campaign.

E. To develop a full and diverse schedule of events within the community to attract and retain tourists.

F. To work with State, County and other local communities in promoting tourism, not only to Manasquan, but to the shore area in general.

G. To work with local organizations such as the Chamber of Commerce, Recreation Commission, Beach Improvement Association and realtors in promoting the attractions of Manasquan.

ARTICLE III **MEMBERSHIP, TERMS AND OFFICERS**

A. The commission shall consist of 14 members, provided however, at least one (1) but not more than three (3) members of the governing body shall serve as Commissioners.

B. Whenever possible, Mayor shall consider appointing.

1. One (1) representative of the Chamber of Commerce;
2. One (1) representative from the Manasquan Beach Improvement Association;
3. One (1) representative from the Recreation Commission;
4. One (1) representative from the Bar & Restaurant Owners;
5. One (1) representative from the Real Estate Association.

C. Any prospective member must submit his/her request and qualifications to the present Tourism Commission for preliminary

approval, which will then be forwarded to Mayor and Council for final approval.

D. Terms shall be in accordance with Borough Ordinance.

ARTICLE IV **OFFICERS SHALL BE AS FOLLOWS:**

A. Chairman elected by the Commission whose functions and duties shall include:

1. Open and preside over meetings;
2. Decide all questions of order;
3. Announce Order of Business;
4. Appoint all sub-committees;
5. Call special meetings;
6. Have power to act in the interest of the Commission on all matters approved by the Commission.

B. Vice-Chair elected by members whose function shall be to act as Chairman in the absence of the Chairman.

C. Secretary – appointed by the Chairman with approval of the membership whose functions shall be to:

1. Record all Commission business;
2. Keep a Roll Call Book of all meetings;
3. Maintain files for the Commission;
4. Be responsible for the Commission's correspondence.

D. Treasurer – appointed by the Chairman with the approval of the membership whose functions shall be to:

1. Handle all monies with approval of Commission Members;
2. Handle all banking matters;
3. Keep a record of all revenues and expenditures;
4. Present a Year End Financial Statement at the December meeting;
5. Allow the Borough Accountant to do a yearly audit.

E. All elected officers for the upcoming year shall be elected by the members at the first regular meeting of the year.

F. All appointed officers shall be appointed at the first meeting of the year.

G. Candidates for elected offices must declare their intention or be nominated by another member at the last meeting of the year.

H. Each officer's term shall be for one (1) year.

I. Members are expected to attend meetings and actively participate in promotional activities.

J. Any member who misses three (3) consecutive meetings or a total of five (5) regular meetings during any one year may be dismissed from the Commission by the Chairman with the approval of a majority of members.

K. Any member may also be removed by a two-thirds (2/3) vote of the Commission members for conduct or actions deemed detrimental to the Commission.

L. Any member may resign upon representation of a written resignation to the Tourism Commission at a regular meeting.

ARTICLE V **MEETINGS AND QUORUMS:**

A. Regular meetings shall be scheduled by the officers in January of each year.

B. Special meetings may be called by the Chairman at any time during the year to discuss any special items that may come up in between regular meetings.

C. No official business can be conducted unless a quorum is present.

D. A quorum shall be considered present with a majority of members present providing at least two (2) officers are present, one (1) of which must be the Chairman or Vice-Chairman. (Vacant or unfilled seats shall not be considered when deciding if a quorum is present).

ARTICLE VI **CHANGES AND AMENDMENTS TO BY-LAWS:**

All proposed changes or amendments to the by-laws must be submitted in writing at a regular meeting. Changes or amendments may be made after thirty (30) days at a subsequent regular meeting with the approval of the two-thirds (2/3) majority.

ARTICLE VII **Meetings shall be run according to Roberts Rules.**

Amended & Adopted – January, 2015
Approved by Council March, 2015