

CHAPTER 16
SALEM CULTURAL AND TOURISM PROMOTION ADVISORY BOARD

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16.010. Board Created. For the purpose of (1) encouraging the development of a unified approach to the promotion of Salem, especially among those organizations receiving funding support from the Transient Occupancy Tax, (2) recommending an annual budget to implement such activities, and (3) reviewing and making recommendations on the performance of contractors funded by the Transient Occupancy Tax, there is hereby created a Salem Cultural and Tourism Promotion Advisory Board. (Ord No. 86-83; Ord No. 33-87; Ord No. 10-93)

16.020. Board Composition. The board shall consist of nine appointed members and the city manager or the city manager's designate, who shall be a nonvoting member. The members shall be residents of or have their places of business in the city. One member shall be a representative of the for-profit tourism industry. Appointments shall be made by the council upon recommendation of the mayor. Subsequent members shall be recommended by the mayor after consultation with the board chair. (Ord No. 86-83; Ord No. 33-87; Ord No. 15-90; Ord No. 10-93; Ord No. 33-94; Ord No. 74-94; Ord No. 74-95; Ord No. 51-96)

16.030. Term of Office of Board.

- (a) Except as provided in subsection (b) of this section, members of the board shall each be appointed for terms running for three years, with the further exception that persons appointed to the board to fill vacancies left by members whose terms on the board have not expired shall have as their terms of office the unexpired terms of their immediate predecessors on the board.
- (b) The terms of members in office on December 31, 1997 whose terms expired on December 31, 1997 are reinstated and extended to June 30, 1998. The terms of members in office on April 27, 1998 whose terms would otherwise expire on December 31, 1998 are extended to June 30, 1999. The terms of members in office on April 27, 1998 whose terms would otherwise expire on December 31, 1999 are extended to June 30, 2000.
- (c) Any vacancy in said board shall be filled by appointment recommended by the mayor and approved by the council for the unexpired portion of the term. Members may be reappointed, except that a member who has served two full three-year terms may not be reappointed until after the expiration of one full year from the date of expiration of his or her immediate previous term of office.
- (d) Members of the board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties. (Ord No. 86-83; Ord No. 33-87; Ord No. 15-90; Ord No. 10-93; Ord No. 51-96; Ord No. 39-98)

16.040. Organization of Board.

- (a) Except for the first year, the Salem Cultural and Tourism Promotion Advisory Board shall elect a chair and a vice-chair from among its members who shall hold office at the pleasure of the board. The first chair and vice-chair will be appointed by the mayor.
- (b) The board shall meet at least quarterly at a time and place that it specifies at least five days in advance. The board may meet at other times in accordance with its rules. All meetings of

the board shall be open to the public, provided executive sessions may be held pursuant to the provisions of state law.

(c) The board may establish and alter rules and regulations for its own internal government and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Salem.

(d) The board's plan of internal organization and rules of procedure shall be governed by Robert's Rules of Order as adopted by SRC 2.1640. A record of its proceedings shall be filed with the city recorder. (Ord No. 86-83; Ord No. 33-87; Ord No. 10-93; Ord No. 58-2002)

16.050. Fiscal Duties of Board. Each year at a time specified by the city manager, the board shall prepare and submit to the department of finance a preliminary budget for discharging the board's duties and responsibilities for the immediately ensuing fiscal year. The budget shall estimate income and expenditures for the program for that year and be in a form prescribed by the department of finance. (Ord No. 86-83; Ord No. 10-93)

16.060. Duties and Responsibilities. It shall be the function of the board to act as an advisory body to the council. To that end, the board shall advise the council on programs and issues affecting the promotion of Salem, particularly in the area of cultural amenities and tourism. The board's functions shall include advice and/or recommendations on:

(a) Allocation of transient occupancy tax revenues to programs and/or projects designed to promote Salem or enhance the quality of life in Salem. The Board shall hold a public meeting to review all requests submitted for funding and formulate recommendations for inclusion in the City's budget process.

(b) Review and recommend requests for proposals (RFP's) for services necessary for the development and promotion of conventions and tourism.

(c) The coordination of activities with other public and private organizations, including all recipients of Transient Occupancy Tax, businesses and business related organizations, arts organizations, historic organizations, and any other organizations or agencies involved in the promotion of Salem and/or the enhancement of the quality of life in Salem.

(d) Quality of performance provided by organizations contracting for services funded by Transient Occupancy Tax revenues. The board shall review and comment on all quarterly/ mid-year/annual reports filed with the city by recipients of those revenues.

(e) The conduct of such other related functions as may be deemed necessary or beneficial to promote convention and tourism business in the city of Salem. (Ord No. 86-83; Ord No. 33-87; Ord No. 10-93; Ord No. 40-2004)

16.080. Administrative Duties of Board. Administration of the program mentioned in SRC 16.010 shall be the responsibility of the Salem Cultural and Tourism Promotion Advisory Board and be carried out within the constraints indicated elsewhere in this code. The City of Salem shall be the fiscal and internal administrative agent for the Salem Cultural and Tourism Promotion Advisory Board and the board shall operate in conformance with city administrative procedures including those pertaining to the following:

(a) Personnel, including recruitment, selection, classification, and pay for any commission personnel;

(b) Receipt, disbursement, and accounting for monies;

(c) Maintenance of general books, cost accounting records, and other financial documents;

(d) Purchasing; and

(e) Budget administration. (Ord No. 86-83; Ord No. 33-87; Ord No. 10-93)