

**BEFORE THE COUNTY COMMISSION OF BERKELEY COUNTY, WEST VIRGINIA**

**IN RE: REAUTHORIZATION OF FORMATION AND ESTABLISHMENT OF  
MARTINSBURG-BERKELEY COUNTY CONVENTION AND VISITORS' BUREAU**

WHEREAS, the Berkeley County Commission, at a previous meeting, authorized and formed the Martinsburg-Berkeley County Convention and Visitors' Bureau, as a part of the Order establishing its Hotel Occupancy Tax; and

WHEREAS, the Commission now desires to reauthorize such Convention and Visitors' Bureau in a separate Order.

NOW, THEREFORE, the Commission Orders that the following language is readopted and reauthorized as a separate Order, and that the Martinsburg-Berkeley County Convention and Visitors' Bureau is hereby continued as a non-profit, non-political, and non-sectarian organization of voluntary membership.

**FORMATION AND ESTABLISHMENT  
OF A CONVENTION AND VISITORS' BUREAU**

**SECTION ONE.      NAME**

The name of this organization shall be Martinsburg-Berkeley County Convention and Visitor's Bureau. The letters, "MBCCAVB" may be officially used to designate the organization, it's units or members thereof.

This shall be a non-profit, non-political, and non-sectarian organization of voluntary membership,

Individuals cannot be denied membership in the Martinsburg-Berkeley County Convention and Visitor's Bureau because of race, sex, creed, religion, or national origin.

SECTION TWO. PURPOSE

Primary Purpose. The primary purpose of this non-stock, non-profit organization is to enhance the economic climate of Martinsburg and Berkeley County by developing and promoting the tourist resources and convention attractions.

Contributory Purposes:

- (a) Revitalize the economy of Martinsburg and Berkeley County through developing tourist potential.
- (b) Identify and develop community resources for tourism.
- (c) Enhance communication among those community groups conducting tourist development activities.
- (d) Coordinate activities designed to promote tourism.
- (e) Develop a long-range tourist development plan for Martinsburg and Berkeley County.
- (f) Publicize tourism objectives.
- (g) Collect data relating to the affect of tourism on our economic well-being.
- (h) Disseminate information conducive to promoting specific tourism projects in our area.
- (i) Facilitate the working relationships between governmental agencies and the private sector interested in tourism.

SECTION THREE. ORGANIZATION.

The Martinsburg-Berkeley County Convention and Visitor's Bureau is an organization concerned with enhancing the economic vitality of the local community by promoting the industry of tourism.

The organization is intended to complement, not supplant the efforts of other groups involved in the tourism industry.

The fiscal year for this organization shall be July 1 to June 30.

SECTION FOUR. MEMBERSHIP.

The MBCCAVB shall consist of members appointed by the Berkeley County Commission and the City of Martinsburg in accordance with the following formula:

- (a) All motel or hotel operators having forty (40) or more rooms within their facility shall be designated as a member of the Convention and Visitor's Bureau. Operators qualified to be members shall be appointed by the City if operator's facility is located within the municipality, or by the County if operator's facility is located outside the municipality.
- (b) All motel or hotel operators having less than forty (40) rooms will be represented by at-large representatives chosen from their class by the County Commission or City of Martinsburg as follows: One at-large representative shall be chosen by the County and one at-large representative shall be selected by the City.
- (c) The County and City shall each appoint one designated representative to serve on this Convention and Visitor's Bureau.

Their term of office shall be three (3) years with the original members being appointed for three years.

The MBCCAVB shall designate their regular meeting date at their first yearly meeting. Special meetings may be called by the President or shall be called upon written request of a majority of the MBCCAVB for the purpose stated in the call for the meeting. A quorum of the MBCCAVB shall consist of a majority of the members.

A. OFFICERS

- (1) The officers of the MBCCA VB shall consist of a President; Vice President; and Treasurer. The President; Vice President; and Treasurer shall be elected in the month of July each year.
- (2) All Officers shall be nominated by the Nominating Committee appointed by the president prior to the July meeting. Officers elected shall assume office immediately following election.
- (3) President. The President shall preside at meetings of the MBCCA VB, shall appoint committees not otherwise provided for, shall authorize calls for special meetings, shall see that all orders and resolutions of the MBCCA VB are carried into effect, and generally perform the duties pertaining to the office. He shall be ex-officio member of each committee.  
Vice President. The Vice President shall assist the President and perform the duties of the President in his absence.  
Secretary. The Secretary to the MBCCA VB shall send notices and keep minutes of all meetings of the MBCCA VB.  
Treasurer. The President, Vice President, or Treasurer shall have the power to sign vouchers and checks. All vouchers and checks shall require two signatures.

B. COMMITTEES:

- (1) Finance Committee. The Finance Committee shall consist of three (3) members appointed by the President. Their duties shall be to plan the budget of the MBCCA VB and to recommend ways and means by which the activities of the MBCCA VB may be financed.
- (2) Program and Planning Committee. The Program and Planning Committee shall consist of three (3) members appointed by the President.

The duties of the Committee shall be to meet and confer with the Coordinator in the formulation of plans for operations and programs.

SECTION FIVE.      FINANCE.

All financial books and records of the MBCCAVB shall be maintained and kept in conformity with all applicable state and federal regulations, and in form approved by the Office of the State Tax Commissioner.

The MBCCAVB will contract with the private sector for personal services to be performed in accordance with the goals and responsibilities of 'the Bureau.

SECTION SIX.      AMENDMENT.

These rules and regulations may be amended by majority vote of the MBCCAVB at a regular or special. meeting,

DATED: This \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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Steven C. Teufel, President

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Ronald K. Collins, Commissioner

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William L. Stubblefield, Commissioner

ATTEST:

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John W. Small, Jr., County Clerk

