

CLALLAM COUNTY  
LODGING TAX ADVISORY COMMITTEE  
BYLAWS

ARTICLE 1 - NAME

The name of this Advisory Committee is the Clallam Lodging Tax Advisory Committee (LTAC). It was established by Clallam County Resolution 23, 1998.

ARTICLE 2 - ROLE AND PURPOSE

Pursuant to Clallam County Resolution 23, the Clallam County Lodging Tax Advisory Committee makes recommendations to the Clallam County Board of Commissioners on any proposals submitted regarding the implementation of a local option excise lodging tax in unincorporated Clallam County. The committee shall submit comments on any proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for visitors or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 57.28.1815.

Clallam County Resolution 13, 1999, further identifies that the purpose of the Committee shall be to:

1. Make funding recommendations to the County Commissioners with regard to the entity responsible for implementing a comprehensive, professional promotion program to create lodging nights year-round for the unincorporated portion of Clallam County as specified in Clallam County Code 5.13.025.
2. Make funding recommendations to the County Commissioners with specific regard to the Clallam Bay/Seki Chamber of Commerce, which implements the tourism marketing program for the Clallam Bay/Seki area as addressed in Clallam County Code 5.13.025(2).
3. Review and recommend to the County Commissioners proposals from organizations responding to a Request for Proposals to provide a comprehensive professional promotion program.

The Committee will follow Clallam County Policy and Procedure 952 - Boards and Committees, unless amended by these Bylaws.

### ARTICLE 3 - MEMBERSHIP

In accordance with RCW 67.28.1817, the Committee shall consist of at least five members that shall include at least two members who are representatives of businesses required to collect lodging tax, and at least two members who are persons involved in activities authorized to be funded by revenue received under this chapter, and one member shall be an elected official (Commissioner) of the County who shall serve as Chair of the Committee. Members representing businesses that collect lodging tax and members representing businesses that are funded by lodging revenue shall remain in equal proportion to each other, regardless of the size of the Committee.

Committee members are appointed by resolution and a majority vote of the Board of County Commissioners. Appointed representatives to the Advisory Committee shall serve a four-year term. Representatives may serve two consecutive four-year terms. After completing two four-year terms, there must be a break in service to the Lodging Tax Advisory Committee. Former members may then reapply for additional four-year terms after a one-year break in service. A member may request that an alternate be appointed to attend in their absence.

The LTAC may recommend to the Clallam County Board of Commissioners the removal of an LTAC member for inefficiency, neglect of duty, or malfeasance in office. The LTAC may consider three consecutive absences from the scheduled meetings of the committee as neglect of duty.

### ARTICLE 4 - OFFICERS

In accordance with RCW 67.28.1817, the Clallam County Commissioner appointed to serve on the LTAC shall serve as Chair. Typically at its first meeting of the calendar year, the Committee will elect a Vice-Chair/Secretary. Nomination of officers may be made from the floor on the day of election; voting will be by show of hands or acclamation. Election of any officer requires the presence of a quorum of members, as described in Article 5 of these by-laws. In the event of a vacancy or absence of the elected Chair, the Vice-Chair will automatically succeed to the Chair. A vacancy occurring in the office of Chair or Vice-Chair is filled by election, as defined above, to serve for the unexpired portion of the term. The Chair is responsible for appointing subcommittees and to conduct business of the LTAC.

## ARTICLE 5 - MEETINGS & NOTICES

### MEETINGS

All Committee meetings shall be open to the public in accordance with the Open Public Meetings Act. Notice of Meeting for LTAC meetings will be issued to all LTAC members and posted on the Clallam County LTAC website with a twenty-four (24) hour or greater notice.

### SUBCOMMITTEE MEETINGS

Subcommittee meetings may be scheduled as needed. Subcommittee meetings are also open to the public, however, public participation may be limited unless specifically requested or invited by the subcommittee chair.

### ATTENDANCE

To achieve full and proper review of funding applications and development of recommendations, the LTAC requires attendance of its members at all or most of the meetings. Committee members are required to notify the Chair or LTAC staff person of anticipated absence from any meeting as far in advance of the meeting as possible. In the event such notifications indicate a quorum will not be present, the Chair will ordinarily cancel and reschedule the meeting to the next earliest date.

### E-PARTICIPATION

The LTAC will allow for electronic participation when one or more members are unavailable to meet in person. Electronic participation includes the use of a conference telephone, video conference or similar communication device that allows all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence-in-person at the meeting.

### QUORUM - VOTING

A simple majority of Committee members shall constitute a quorum for the conduct of business. Voting shall be by voice vote unless the majority is unclear. For voting purposes, no proxies will be allowed.

## PARLIAMENTARY PROCEDURE

Deliberations shall be governed by commonly accepted Parliamentary Rules and Procedures.

### ARTICLE 6 - LODGING TAX FUND

In accordance with Clallam County Code 5.13.025:

- (1) The majority of the funds collected should be used to fund a comprehensive professional promotion program to create lodging nights year-round for the unincorporated portion of Clallam County.
- (2) Applications for programs or projects eligible to receive Lodging Tax funding may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28). Lodging tax funds can be used to support operations and capital expenditures of tourism-related facilities owned by municipalities, including property acquisition and major infrastructure needs. Lodging tax funds can be used to support operations only of tourism-related facilities owned or operated by 501c3 and 501c6 organizations.

### ARTICLE 7 - AMENDMENTS

These rules may be amended at any regular meeting by a vote of the majority of the members present, providing there is a quorum. Proposed changes to the bylaws shall be published and available to LTAC members for at least seven days before a vote.

Adopted this 2<sup>nd</sup> day of December, 2025

  
Clerk

