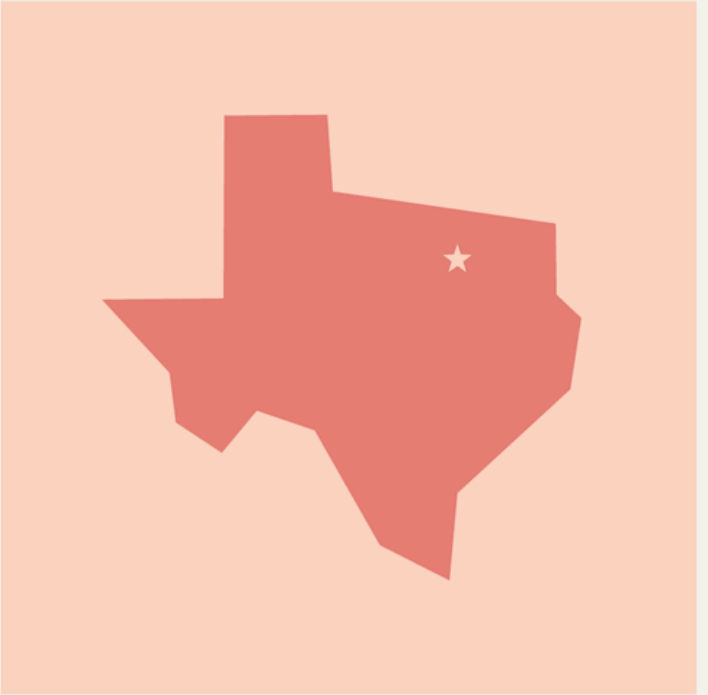


visit
McKinney

Board Procedures

Review for FY 2024-25

Presented by
Aaron Werner
Executive Director





Bylaw & Procedural Review

The City of McKinney, Texas, created the McKinney Convention and Visitors Bureau, Inc., a Texas non-profit corporation, in 1999 to increase and encourage tourism and tourism-related business in the City. The organization is now doing business as Visit McKinney.

*Per MCVB Restated Bylaws,
approved by City Council, May 7, 2024*



Visit McKinney Board Functions

The Visit McKinney board is appointed annually by City Council to:

- Oversee operating procedures and the annual budget;
- Evaluate the progress of the Visit McKinney organization;
- Elect officers and create subcommittees within the board; and
- Hold monthly meetings that are governed by the Texas Open Meetings Act.*

Regular attendance at meetings, both full board and committee meetings, is required to ensure a Board position. Council may remove a member in the case of too many absences.**

**A quorum of at least four members must be present for the meeting to take place.*

***The Board Clerk reports attendance to the City Secretary's office following each meeting.*



Board Officers

Officers are elected by the Board during the first monthly board meeting of a new fiscal year and consist of:

- Chair
- Vice-Chair
- Treasurer



Board Sub-Committees

Sub-committees, which each have three members, are appointed by Board vote during the first monthly board meeting of a new fiscal year and consist of:

- Marketing
- Finance
- Can create others on an as-needed basis

**This sub-committee does not have regular meetings like the other two committees do, primarily overseeing the annual performance review of the Executive Director, and in the case of needing to hire a new Executive Director, this committee acts as the initial search panels that brings finalist candidates before the full board.*



Board Meetings

Board meeting procedures mimic Council meeting procedures:

- Members of the Board and the Executive Director will contribute to discussions during the meeting. According to Texas Open Meetings Act procedures, others attending the meeting (staff members, partner organization liaisons, and the Visit McKinney Board alternate) may not speak during a monthly meeting of the full board unless called upon about a specific topic. They may speak during Public Comments.
- If a Board member is unable to attend or does not show up by the start of a meeting, the Alternate will step in as a voting member for that meeting. Should the Board member come in after the meeting begins, he or she will take a seat with staff and public attendees in a non-voting capacity.
- Attendees from the public must fill out a speaker card before being recognized to speak during the Public Comments portion of the meeting.

Voting

- Items on the agenda that begin with “Consider/Discuss/Act” will require a board vote. Once the item is discussed and a motion and second are made, all Board members who are there in a voting capacity will vote by show of hands or with a verbal “aye” or “no.”*
- Once a vote is taken, discussion on the agenda item is complete, and the board moves on to the next item. No further discussion on the item may take place.

**Voting for officers and for Tourism Partner of the Year (done during the January meeting) is generally done by secret ballot and counted by staff with the Board Chair announcing the results.*



Q&A

