

BYLAWS

JEFFERSON COUNTY AGRITOURISM TASKFORCE

ARTICLE I

NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Agritourism Taskforce, hereinafter referred to as the Agritourism Taskforce.

ARTICLE II

PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Agritourism Taskforce is organized under the Jefferson County approval on December 18, 2025.

Section 2. Purpose: The Jefferson County Agritourism Taskforce is established to bring together stakeholders to evaluate agritourism opportunities and challenges, identify regulatory or zoning barriers, and develop recommendations that support agritourism as a tool for agricultural sustainability, economic development, and rural preservation in Jefferson County.

ARTICLE III

MANAGEMENT AND MEMBERSHIP OF THE AGRITOURISM TASKFORCE

Section 1. Membership. The Agritourism Taskforce shall consist of eight (8) voting members and one county commissioner who may vote to break any tie.

Section 2. Appointment and Terms of Members. The Jefferson County Commission shall appoint members of the Agritourism Taskforce for a period of three (3) years with terms expiring on January 15th. In 2026, the first appointees will be appointed to staggered terms.

A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

The County Commission representative's term will expire on January 1 annually.

All members must be approved by the County Commission and sworn in before they can make motions or vote in any Agritourism meeting or attend executive sessions.

Section 4. Resignation or Removal of Members. If a member of the Agritourism Taskforce resigns, the President or Vice President of Agritourism Taskforce shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the Agritourism Taskforce by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

ARTICLE IV MEETINGS OF THE AGRITOURISM TASKFORCE MEMBERS

Section 1. Time and Place. The Agritourism Taskforce members shall meet on the third Monday of each month at 3:00 pm at the Jefferson County Commission Government Complex and virtually or at a place and time otherwise designated for the meeting. The President, or the Vice President in the President's absence, may designate that any task force meeting be held virtually. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats plus one Agritourism member will constitute a quorum and no action of the Agritourism Taskforce shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Agritourism Taskforce present, in-person or virtually, shall have one vote on each matter under consideration by the Agritourism Taskforce. The Commission representative will only have the ability to vote in the event of a tie.

Section 4. Special Meetings. Special meetings of the Agritourism Taskforce may be called by the President of the Agritourism Taskforce.

Section 6. Meeting Notice. Notice shall be provided consistent with the West Virginia Open Meetings Act.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified and should be published by Commission staff in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The President shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the President at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Agritourism members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Old Business
- VI. New Business
- VII. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert’s Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Agritourism Taskforce shall be the President, Vice President, and Secretary. Each officer must be a member of the Agritourism Taskforce.

Section 2. Election of Officers. Annually, all officers of the Agritourism Taskforce shall be elected by the members at the Agritourism Taskforce’s January regularly scheduled meeting. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Agritourism Taskforce.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President. The President shall preside as chair at all meetings of the membership of the Agritourism Taskforce. The President shall attend to the executive business of the

Agritourism Taskforce and exercise such powers as may be conferred by the members and by these bylaws.

Section 2. Vice President. If the President is absent or for any reason or unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Agritourism Taskforce shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

ARTICLE VIII AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Agritourism Taskforce by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 8 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval after the adoption by the Agritourism Taskforce. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

Approved: April 17, 2025

Pasha Madji
President, Jefferson County Commission