

# **Forest Grove Economic Development Commission**

## **BYLAWS**

### **ARTICLE I – NAME**

Forest Grove Economic Development Commission

### **ARTICLE II – AUTHORIZATION**

Established by resolution by the Forest Grove City Council, Resolution No. 2007-45 on July 9, 2007.

### **ARTICLE III – PURPOSE**

- A.** Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.
- B.** Work to create and promote the Forest Grove Economic Development Strategic Plan.

### **ARTICLE IV – RESPONSIBILITIES/OBJECTIVES**

- A.** To design, develop and promote an economic development strategic plan.
- B.** To provide oversight and review of economic development marketing strategies and products.
- C.** To enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
- D.** To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
- E.** To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Forest Grove area economy.
- F.** To respond to additional matters relating to economic development as requested by the City Council

## **ARTICLE V – ORGANIZATION AND STRUCTURE**

### **Section 1 Membership**

- A.** Membership of the Forest Grove EDC shall consist of a maximum of nineteen (19) voting members appointed by the Forest Grove City Council. A majority of FGEDC members shall be from the private sector.
- B.** Members shall live or work or have significant interest in economic development in the City of Forest Grove.
- C.** Membership shall represent the private-for-profit, not-for profit and public sectors. The FGEDC should include :
  - (1) members with background in economic and business.
  - (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
  - (3) members who represent a wide range of business sectors and types in Forest Grove.
  - (4) members with demonstrated leadership, commitment and expertise.
- D.** Ex-officio representatives of related organizations and the business community may also be invited to participate in FGEDC meetings and work sessions as determined by the voting members.
- E.** Members of the FGEDC will be appointed by the Forest Grove City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to seven of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for two full subsequent terms; however no more that two consecutive full terms may be served by any member.
- F.** An alternate to each member may be selected. The alternate member shall have a voice in all actions but shall have no vote, unless a regular member of the Commission is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.
- G.** Members, or their alternates missing three (3) consecutive meetings will be considered for removal. The commission will present a written recommendation to Council for their action..

## **Section 2. Officers**

- A.** The FGEDC shall elect a Chair and Vice Chair every twelve (12) months. The City Economic Development Coordinator or designee shall serve as Recording Secretary.
- B.** The duties and powers of the officers of the Forest Grove Economic Development Commission, who shall be elected annually in July, shall be as follows: .

- (1) Chair
- Preside at all meetings of the Commission
  - Development of a written agenda in sufficient time to allow for distribution to Commission prior to any regular meeting.
  - Call special meetings of the Commission in accordance with the By-laws;
  - See that all actions of the Commission are properly taken;
  - Presents the Commissions views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaison to the commission.
  - Co-Sign official documents of the FGEDC, with Recording Secretary.
- (2) Vice Chair
- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

- C.** The following position is filled by City of Forest Grove staff assigned to the FGEDC and is not a member of the Board.

### Recording Secretary

- Keep summary minutes of all meeting of the FGEDC;
- Give or serve all notices required by law or required in the FGEDC By-laws;
- Prepare the agenda of all meetings of the FGEDC;
- Be custodian of FGEDC records;
- Inform the FGEDC of correspondence relating to business of the FGEDC and attend to such correspondence;
- Co-Sign official documents of the FGEDC, with Chair.

## **ARTICLE VI - MEETING PROCEDURES AND QUORUM**

- A.** The FGEDC shall hold regularly scheduled meetings. Members will be reminded by written notice including electronic means such as email at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. The FGEDC shall schedule and publish regular meeting dates on a quarterly basis. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.
- B.** Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the FGEDC membership, setting forth and the reason for calling such a meeting.
- C.** FGEDC Meetings shall be publicized in accordance with the Oregon public meetings law.
- D.** A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.
- E.** Robert's Rules of Order shall guide the FGEDC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.
- F.** Matters referred to the FGEDC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the FGEDC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.
- G.** Committees and subcommittees shall meet at the call of the FGEDC Chair and the respective committee or subcommittee.
- H.** The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
- I.** A report of the FGEDC activities shall be made to City Council annually.

## **ARTICLE VII - AMENDING BY-LAWS**

Amendments to these bylaws may be recommended at a regular membership meeting or at a special meeting of the FGEDC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of FGEDC board members and is subject to the approval by City Council.

## **ARTICLE VIII - APPROVALS**

The above bylaws for the Forest Grove Economic Development Commission have been duly considered and reviewed, and are hereby recommended for adoption the Forest Grove City Council this 17th day of January, 2008.

Signed: \_\_\_\_\_  
EDC Chair, Steve Boone