

Arundel Economic Development Committee Bylaws

ARTICLE 1: PURPOSE

The *Arundel Economic Development Committee* (hereafter referred to as the Committee) is hereby charged by the Arundel Board of Selectmen to:

- Promote policies, strategies, and funding mechanisms that foster stable and sustainable economic growth;
- Expand the non-residential tax base;
- Provide for the product, service, and leisure needs of the townspeople;
- Promote job and entrepreneurial opportunities, in a manner that enhances the image, competitiveness, and quality of life of the community.

ARTICLE 2: DUTIES

The Arundel Economic Development Committee shall:

- 2.1** Develop and periodically update a comprehensive economic development strategy designed to achieve the Committee's purpose and to anticipate and meet the changing needs and goals of the community;
- 2.2** Formulate a sequential implementation program and establish performance measures as part of the development strategy;
- 2.3** Develop a branding program to enhance the image and competitiveness of Arundel both as a business destination and a live, work, and play community;
- 2.4** Promote programs strategies and events geared to the retention and expansion of existing businesses in the community;
- 2.5** Create and maintain an interactive directory of Arundel businesses and market database of available businesses properties and facilities;
- 2.6** Recommend development programs and funding strategies for implementation by the Town Manager and the Selectmen;
- 2.7** Coordinate policies and programs with the Arundel Planning Board, Comprehensive Plan Committee, and the Strategic Planning Committee;
- 2.8** Enhance relationships and cooperation with the local Chamber of Commerce and neighboring economic development corporations and municipal governments;

ARTICLE 3: MEMBERSHIP

3.1 Appointments and Terms:

The Committee shall consist of no less than five (5) and no more than eleven (11) members appointed by the Town Manager and confirmed by the Arundel Board of Selectmen to serve staggered terms of three (3) years. Members shall be legal residents of Town, shall operate/own a business concern and/or own property in Arundel.

3.2 Staff & Ex-Officio Members

The Town Manager and a designated liaison from the Board of Selectmen appointed annually by the Selectmen shall also serve as Ex-Officio Members of the Committee. Ex-Officio members may participate in all activities and discussions but shall not enjoy a vote in any official Committee actions.

Staff to the Committee shall be the Town Planner or other personnel so appointed by the Town Manager.

3.3 Members:

Ideally the Committee membership may include but not be limited to the following vocational specialties:

- One member with experience in banking or finance,
- One member with management and /or strategic planning experience;
- One member with experience in the hospitality /tourism industry;
- A realtor, real estate broker, or developer.
- An Arundel business owner

ARTICLE 4: OFFICERS AND ELECTIONS

4.1 Officers and Responsibilities

The officers of the Committee shall consist of the Chair, the Vice Chair, and the Secretary. The duties of the Committee officers shall be as follows:

1. Chair

The Chair is the official spokesperson for the Committee and shall publicly express only those points of view that are reflective of and have been agreed upon by the Committee.

The Chair shall preside at all meetings of the Committee; call special meetings when necessary; approve agendas drafted by staff, assign members to subcommittees and to act on behalf of the Committee, and perform all other duties necessary or incidental to the office. The Chair shall also decide on all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present.

2. Vice Chair

In the absence of the Chair, or in the event of the Chair's inability to act, the Vice-Chair shall perform the Chair's duties. In the event of the absence or inability to act of both the Chair

and the Vice Chair, the remaining members shall appoint one of their members to act temporarily as Chair.

3. Secretary

The Secretary of the Committee shall be responsible for recording all minutes of Committee meetings and after approval from the membership, shall file said minutes with the Town Clerk in conformance with statutory requirements. The Secretary shall be responsible for the correspondence and record keeping of the Committee.

4.2 Elections

Officers shall be elected every two years by a majority of the Committee membership at the first meeting of the Town fiscal year. No member may serve in the position of Chair for more than three consecutive terms.

4.3 Removal from Office

Any officer may be removed from their position at any time by a majority vote of the Committee.

ARTICLE 5: MEETINGS

5.1 Regular Meetings

The Committee shall meet at least once a month at a place and time so designated by an agenda approved by the Chair and posted on the Town of Arundel website and Arundel Town Hall. Agendas of regular meetings shall be posted at least seven (7) days prior to the meeting.

5.2 Special Meetings & Emergency Meetings

The Chair may call a special meeting of the Committee provided that the agenda is posted three (3) days prior to the meeting. Emergency meetings may be called by the Chair with only a twenty-four (24) hour notice provided the subject of the meeting is a time-sensitive issue involving negotiations with a private company or development concern that the Committee has been appointed by the Board of Selectmen to serve as its proxy.

5.3 Executive Sessions

The Committee may call for an executive session only under the provisions and terms specified in the Arundel Town Charter and Maine State Statutes.

5.4 Quorum & Voting

A quorum of the Committee shall consist of a majority of the membership. No official action or binding resolution shall be made by the Committee without a quorum of the membership. The Committee will take action pursuant to verbal motions and seconds made by Committee members. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting vote in favor of the action. Voting will be by a show of hands. Ex-Officio members are not eligible to make, second, or vote on any motions before the Committee.

5.5 Presiding Rules

The Committee shall establish its own presiding rules. Committee members may refer to Robert's Rules of Order regarding rules of procedure for guidance with respect to the conduct of meetings or points of order.

ARTICLE 6: PERFORMANCE ISSUES

6.1 Conformance with Town Code of Conduct and Freedom of Access Act

Committee members serve as official representatives of the Town of Arundel to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Town of Arundel Code of Conduct and Maine Freedom of Access Act Laws. (1 MRS § 401 et seq.)

6.2 Grounds for Member Removal

Committee members serve at the pleasure of the Town Manager. The Manager may remove a member from the Committee in the event that the member makes an egregious or habitual violation of the Town Personnel Policy and code of conduct. Any member attending 50% or less of the regularly-scheduled Committee meetings in any one calendar year may be removed by the Town Manager.

ARTICLE 7: AMENDMENT OF THE BYLAWS

These bylaws are adopted by a majority vote of the Committee and will continue in force for the Committee until rescinded or amended. These bylaws may be suspended, rescinded, or amended by a majority vote of the Committee, upon the approval of the Town Manager.