



A place where families and businesses thrive.

Economic Development Commission Bylaws

Section 1: Economic Development Commission (herein referred to as EDC)

Section 2: Established by Council Resolution No. 2007-45 on July 9, 2007.

Section 3: Purpose

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.
2. Advise and make recommendations to City Council on economic development policy and issues that supports advancing the economy and prosperity.
3. Advise and make recommendations to the Urban Renewal Board of Directors on Urban Renewal Area policy and issues that arise.

Section 4: Powers and Responsibilities/Objectives

1. To design, develop and promote an economic development strategic plan.
2. To provide oversight and review of economic development marketing strategies and products.
3. To enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
4. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
5. 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.
6. To respond to additional matters relating to economic development as requested by the City Council.
7. Advise and make recommendations to City Council on economic development policy and issues that supports advancing the economy and prosperity.
8. Provide a forum for public discussion on implementation of the Forest Grove Urban Renewal Plan.
9. Give consideration and recommendations regarding urban renewal policies, projects and program budgets.
10. Review or purpose Urban Renewal Plan amendments for consideration by the Urban Renewal Board.
11. Conduct studies and prepare reports at the request of the Urban Renewal Board.

Section 5: Organization and Structure

1. Membership:

- a. EDC shall be composed of 15 members and one student member.
- b. A maximum of 2 members may reside outside of city limits, so long as those members reside within the Forest Grove School District. All remaining Members must live within the City limits.
- c. Two members must reside or own / represent a business in the Urban Renewal area.
- d. Members shall have a significant interest and background in business and economic development in the City and represent the private-for-profit; not-for-profit and public sectors. The FGEDC membership shall consist of:

Public & Non-Profit Members

- (1) Forest Grove Chamber of Commerce
- (2) Pacific University (Higher Education)
- (3) Public Schools: Forest Grove School District
- (4) Latino Community Representative

Private Business Members

- (5) Large Manufacturer-Technology
- (6) Small Manufacturer/Traded Sector Entrepreneur
- (7) Food/Beverage Processor
- (8) Wood Product/Ag-related Business
- (9) Health/Medical Care
- (10) Industrial/Commercial Broker
- (11) Commercial/Industrial Property Owner
- (12) Commercial/Retail Business
- (13) Urban Renewal Area Representative
- (14) Urban Renewal Area Representative
- (15) Financial Institution

Student Member

- (16) Student Member

- e. 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 EDC is absent or is not participating due to a conflict of interest; in no case shall both the regular member and alternate both have a vote on the same motion.
- f. Members are required to attend any assigned trainings.
- g. An individual member may not act in an official capacity.
- h. The City Council may remove a member for any reason, including neglect of duty or malfeasance in office.
- i. Members serve without compensation.

2. Terms of Office:

- a. Members shall be voting members and serve four (4) year terms. Student members shall be voting members and serve two (2) year

- terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- b. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
 - c. Members may not serve on more than two (2) B/Cs concurrently.
 - d. Appointments to vacant positions may be filled for the unexpired term with consent of Council.
3. Officers:
The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.
4. Powers and Duties of Officers:
In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.
- (1) Chair shall:
- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
 - b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered. The agenda shall follow a standard template provided by the City.
 - c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the item will be placed on the next regularly scheduled meeting agenda or an agreed upon future agenda.
 - d. Ensure that all actions are properly taken and recorded and, if required, sign findings and recommendations.
 - e. Present recommendations to the City Council.
 - f. Submit and present an Annual Report to the City Council, following a standard template provided by the City.
- (2) Vice Chair shall:
Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:
- a. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
 - b. EDC shall hold meetings no less than four (4) times a year.
 - c. In January of each year, EDC shall adopt a schedule of its meetings for

the coming year, and schedule its Annual Report presentation to the City Council.

- d. The meeting agenda and packet shall be distributed and noticed at least five (5) days prior to the meeting.
- e. All meetings are open to the public. Anyone wishing to speak may do so under *Citizen Communications*. Comments may be limited to three (3) minutes per person.
- f. The student member may provide a report at every meeting.
- g. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations.
- h. The B/C may form subcommittees to address specific topics only with approval from the City Council.

2. Minutes:

- a. Written minutes are required for all meetings.
- b. The minutes shall follow a standard template provided by the City.
- c. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- d. EDC may appoint a secretary at the first regularly scheduled meeting of each year to take the B/C meeting minutes.
- e. Staff may take minutes if the B/C requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
- d. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote, the motion fails.

6. Conflicts of Interest and Ethics Law:
 - a. Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
 - b. Members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
 - c. EDC shall not conduct fundraising activities without authorization from the Council.

7. Role of Council Liaison:
 - a. The Council liaison shall be a non-voting member.
 - b. Communicate between the B/C and the Council, representing each group's collective interest to the other, and ensuring that B/C is working within Council Goals and Objectives
 - c. Actively attend and report to each entity at their regularly scheduled meetings.

8. Role of Staff Liaison:
 - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of their positions.
 - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c. Prepare, post and distribute the packet.
 - d. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
 - e. Staff work for B/C's shall be limited to the above outlined responsibilities unless otherwise directed by the City Manager, and the B/C shall not assign work to staff.

9. Amending Bylaws:
 - a. A majority of all members must vote affirmatively to recommend bylaw changes to the City Council.
 - b. All bylaws must be approved by the City Council.
 - c. Bylaws shall follow a standard template provided by the City.