

# BYLAWS OF THE HAYDEN ECONOMIC DEVELOPMENT COMMISSION

## Article I – Name

The Town Council for the Town of Hayden created an Economic Development Commission on August 3<sup>rd</sup>, 2017, thereafter known as “THE HAYDEN ECONOMIC DEVELOPMENT COMMISSION”, whom shall act in an advisory capacity to the Town Council reporting to the Town Council on a monthly basis at the second Council meeting of each month.

## Article II – Purpose

The purpose of the Hayden Economic Development Commission (HEDC) shall be to work for the community in relation to the orderly, progressive and diversified growth of the economic base of the Town of Hayden. Broadly, listed below are tasks that the HEDC will work to achieve:

- A. Formulation of economic development goals and objectives based on established strategic plan/plans as adopted by the Town Council; and
- B. Adoption of an economic development strategic business plan (as set forth and adopted by the Town Council) and implementation of that plan through economic development strategies; and
- C. Promotion of economic development in the Town of Hayden; and
- D. Encouragement of development providing employment opportunities for existing and future residents and also providing for a diverse and stable economic base; and
- E. Fundraising for economic development purposes; and
- F. Any other activities related to economic development that could provide positive economic development to the Town of Hayden or will help with the implementation of the Town’s economic strategic business plan.

## Article III – Members

Section A. The Commission will be comprised of seven (7) members with approval by the Town Council. Membership shall include one voting representative from the Town Council. The rest of the Commission members shall be comprised of citizens and or business owners within the municipal boundaries of the Town of Hayden.

Section B. Each elected officer shall serve for a term of one year or until a successor shall take office. However, all officers shall be eligible for re-election after the expiration of their terms.

Section C. Two alternates may also be appointed. Alternates may participate at all meetings; However, alternates shall, with full voting privileges, sit as regular members if regular members, up to seven (7), are not present at a meeting. If a regular member is in attendance after the meeting commences they may sit as a member starting with the next item on the agenda following their arrival. Any sitting alternate must give up their seat immediately following completion of the agenda item in the order of appointment, Alternate 2 first, Alternate 1 second until a full commission is again met.

Section D. Appointments to fill vacancies shall be for the unexpired term and shall be made in the same manner as original appointments.

Section E. No member of the Commission shall receive any compensation for such membership.

Section F. Members of the Commission may be removed by motion and majority vote of the Town Council.

#### **Article IV – Officers**

Section A. The members of the Commission shall elect/appoint one member to be Chairperson, one member as Vice Chairperson, and one member as Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission. The Chairperson shall preside at all meetings of the Commission. The rest of the Commission members shall be at large members.

Section B. The officers shall be nominated and elected by ballot or nomination to the floor and vote to serve for one year (October of each year), or until their successors are elected.

#### **Article V – Support Duties**

The Secretary for the Commission shall keep a full and accurate account and record of all meetings of the Commission.

Section A. The Commission will be supported by Town staff in an administrative capacity with the Town Manager being the interim Executive Director for the Commission with all the powers that come with the Town Manager per the Town of Hayden Home Rule Charter. The Town Manager may at his/her discretion appoint other Town staff members to serve the Commission if and when budget may allow. Those staff members will ultimately be staff of the Town and supervised by the Town Manager per the Home Rule Charter.

#### **Article VI - Meetings**

Section A. The regular monthly meetings of the Commission shall be held on the third Tuesday of each month. Each Commission member will be expected to be in attendance unless a call to Town staff or the Chair is received to the contrary.

Section B. Special meetings may be called by the Chairperson or upon written request of three members of the Commission filed with the secretary of the Commission. The purpose of the meeting shall be stated at the time of the request. In cases of emergency, twenty-four hours notice shall be given.

Section C. All regular monthly meetings shall be posted at a designated posting location 24 hours in advance. The designated posting locations will be the Town Hall posting bulletin board.

#### **Article VII – Committees**

Section A. Special committees shall be appointed by the Chairperson and adopted by a majority of members present at a meeting at which a quorum is present. The Chairperson shall be an ex-officio member of all committees.

Section B. Each committee shall be comprised of members of the Commission and the committee chairperson (with majority vote of the full commission) may appoint citizens/business owners at large or qualified professionals to serve on a committee.

Section C. It shall be the responsibility of each committee to submit reports of each committee meeting to the Chair of the Commission for permanent files.

**Article VIII – Parliamentary Authority**

The rules contained in the Town of Hayden Home Rule Charter shall be the governing document of the Committee and those universal rules shall be the governing rules for the Commission.

**Article IX – Amendment of Bylaws**

Recommended bylaw changes may be adopted at any regular meeting of the Town Council by a two-thirds vote provided that the proposed change has been submitted in writing and recommended by majority vote of the Commission.