



## **ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BY-LAWS**

### **ARTICLE I - MEMBERSHIP**

The Shoreline Economic Development Advisory Committee shall consist of twenty-two (22) members, recommended for appointment by the City Manager and confirmed by the City Council. The membership shall represent various interests in the community as outlined in the Economic Development Advisory Committee Ordinance, Chapter 2.65.

### **ARTICLE II - STATEMENT OF PURPOSE**

The Shoreline Economic Development Advisory Committee will serve in an advisory capacity to the City Council, providing guidance and direction for Shoreline's future economic prosperity and growth.

### **ARTICLE III - OFFICERS AND DUTIES**

#### ***SECTION 1: OFFICERS***

Officers shall be a Chair and Vice-Chair, both elected by the Advisory Committee from members of the Advisory Committee. In absence of both, members may elect a Chair *pro tem*. Officers will serve one-year terms.

#### ***SECTION 2: RESPONSIBILITIES OF THE ADVISORY COMMITTEE***

As established by Economic Development Advisory Committee Ordinance, Chapter 2.65, the Advisory Committee shall provide guidance and direction for Shoreline's future economic prosperity and growth. The Advisory Committee will provide citizen review and business expertise in advising the City Council and City Manager on the implementation and updating of the City's Economic Development Strategic Plan. The committee shall submit an annual report to the City Council by July 1st reviewing its activities of the past year and recommending actions that will advance the City's economic development goals.

***SECTION 3: DUTIES OF THE OFFICERS***

**A. CHAIR**

The Chair shall preside at all meetings and call special meetings when necessary. The Chair shall be a full voting member of the Advisory Committee. The Chair shall appoint all committees with the majority consent of the Advisory Committee, consult with staff on agendas, and serve as the spokesperson of the Committee. The Chair may delegate duties to other Advisory Committee members with the consent of the Advisory Committee. The Chair shall speak on behalf of the Advisory Committee to represent the official positions of the committee before the City Council and to the public.

**B. VICE CHAIR**

The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair shall assist the Chair in managing meetings.

**C. ELECTIONS**

Officers shall be elected and take office annually at the first regular public meeting of the Advisory Committee. In the event of the departure of an officer from the Advisory Committee, the Advisory Committee shall elect a new officer to fill out the term at the next regular meeting.

**ARTICLE IV - MEETINGS**

The Economic Development Advisory Committee shall meet regularly at least every sixty (60) days. All meetings shall be advertised to the public in accordance with the Open Meetings Act.

A special meeting may be called by the Chair of the Advisory Committee, the Economic Development Manager, City Manager or his/her designee, the City Council, or by the written request of any ten (10) Advisory Committee members, providing a ten (10) day public notice period.

**ARTICLE V - RULES OF MEETINGS**

***SECTION 1: ABSENCES***

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair, the Vice Chair, or City staff prior to the meeting with requests for excused absences. Emergency requests may be considered. The Chair of the Advisory Committee shall approve excused absences with approval of the committee.

**SECTION 2: QUORUM**

The presence of twelve (12) members constitutes a quorum, and is required for the Advisory Committee to take any action other than to adjourn.

**SECTION 3: RULES OF PROCEDURE**

The current edition of Robert’s Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Advisory Committee.

**SECTION 4: VOTING**

In instances where a vote is necessary, the present majority is sufficient to act (providing a quorum is present). Each member shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

**ARTICLE VI - COMMITTEES**

Committees serve at the pleasure of the Advisory Committee and shall serve for such purposes and terms as the Advisory Committee approves. The Advisory Committee Chair shall appoint committees with approval of the Advisory Committee. Committees shall establish their own meeting schedule and the deliberations thereof shall take the form of written reports, submitted to the entire Advisory Committee.

**ARTICLE VII - AMENDMENTS**

These By-laws are to be approved by the Economic Development Advisory Committee. They may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least ten (10) days prior to the date of the meeting. All amendments to the By-laws shall be submitted to the City Council for their information.

**SIGNED BY:**

  
Advisory Committee Chair

5/27/08  
Date