
BYLAWS OF THE BRIDGEVILLE ECONOMIC DEVELOPMENT COMMITTEE

ARTICLE 1: PURPOSE

The Economic Development Committee (hereafter referred to as “Committee”) shall advise and make recommendations to the Town of Bridgeville Commission (hereafter referred to as “Town”) on matters related to economic development that include but are not limited to economic development incentives, current business climate, business attraction and retention, marketing opportunities, and other issues that may promote economic development as well as social and educational opportunities to the community. The Committee shall assist with providing input and expertise on ways to encourage and help businesses and individuals to invest in the Town, create jobs, and increase the tax base, which ultimately leads to a better quality of life for all Bridgeville residents.

ARTICLE 2: DUTIES AND RESPONSIBILITIES

The Board members shall:

- 2.1 Work in a coordinated fashion, respect all points-of-view and, in carrying out its duties and tasks, shall adhere to the town’s comprehensive plan as well as the values and mission of the Town.
- 2.2 Be knowledgeable local business, financial, or development related individuals that have unique insights on the best ways to promote continued investment in the Town of Bridgeville.
- 2.3 Review and understand the Town’s current economic development incentives.
- 2.4 Advise on other tools that could be used to encourage economic development opportunities.
- 2.5 Serve as ambassadors of Bridgeville and promote the Town to their contacts.
- 2.6 Provide business leads and contacts to Town staff where appropriate.

ARTICLE 3: MEMBERSHIP

3.1 Appointments

The Committee may consist of up to Eleven (11) members to serve 3 year staggered terms. The Committee shall have no less than 5 members.

All members shall be confirmed by the Town Commissioners. Members may be nominated by the Committee or directly to the Town Manager or Town Commission. All members are eligible for multiple and/or consecutive terms of appointment.

The initially-appointed board shall consist of the current appointed Committee members as of the initial approval of these bylaws. The initial length of terms for each existing member shall be determined by a lottery method. With eleven members, there shall be four (4) drawn for three (3) year terms; four (4) drawn for two (2) year terms; and three (3) drawn for one (1) year terms.

3.2 Staff & Ex-Officio Members

The Town Manager and a designated liaison from the Town Commission appointed annually by the Town

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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 Clerk or other personnel so appointed by the Town Manager.

3.3 Members

The members should have expertise and practical experience in the area of economic development related issues whenever possible.

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
- A Bridgeville business owner

Board Members may be removed by the majority vote of the Town Commission.

A member may resign at any time by providing written notice of their intent to do so to the chairperson of the Committee and the Town Manager. A new member may be appointed to fill the vacancy and such appointee shall serve the remaining term of the member whose position has been vacated.

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; create agendas, 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

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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.

4.4 Casual Vacancies

If an office is vacated for any reason before the next election, that office may be filled at the next regular or special scheduled meeting.

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 Bridgeville website and at the Bridgeville 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 Town Commission 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 Bridgeville Town Charter and Delaware 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. 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: SUBBOARD ORGANIZATION

6.1 The Committee may appoint any and all subcommittees as deemed necessary to carry out the duties and responsibilities of the Committee.

6.2 Each subcommittee shall appoint their own chair.

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6.3 All subcommittees shall report to the Committee as frequently as requested.

6.4 Duties of each subcommittee shall be those implied by the name of the subcommittee and any additional functions assigned to them by the Committee.

ARTICLE 7: PERFORMANCE ISSUES

7.1 Conformance with Town Code of Conduct and Freedom of Information Act

Committee members serve as official representatives of the Town of Bridgeville to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to conduct themselves accordingly. All members shall adhere to the Town of Bridgeville Code of Conduct and Delaware Freedom of Information Act.

7.2 Grounds for Member Removal

Committee members serve at the pleasure of the Town Commission. The Commission 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 Commission.

ARTICLE 8: BYLAWS

8.1 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.

8.2 Severability

In the event that any portion of these by-laws is found to be invalid, the remaining portion shall stand.