MEMORANDUM

To: Council Members

From: Staff

Date: May 10, 2019

Subject: Comprehensive Economic Development Strategy Committee Bylaws Modifications

Background

In 1999, the Treasure Coast Regional Planning Council became an Economic Development District (EDD). Under this designation, Council receives annual funding from the U.S. Economic Development Administration (EDA) to undertake various planning activities to promote economic development within the region. As a requirement of being an EDD, a Comprehensive Economic Development Strategy (CEDS) Committee was formed. The CEDS Committee represents the main economic interests of the region, and is the principal facilitator for the development and implementation of Council’s CEDS Plan. Committee members are appointed by the Commissioners representing the four counties in the region.

The Committee meets every other month to review and provide recommendations to EDA on economic development projects and programs in the Region. The CEDS Committee and Council staff provide technical assistance to local governments and support for funding applications that promote implementation of the CEDS Plan.

Conclusion

The CEDS Committee bylaws were adopted on April 8, 1998, and amended on December 31, 2002 and January 9, 2014. At the May 9th meeting of the CEDS Committee, members reviewed the current bylaws and made recommendations for modifications necessary to update the bylaws and bring them into alignment with current activities of the CEDS Committee. The recommended modifications are provided in strikeout and underline format in Attachment A. These modifications are being presented to Council for approval as the EDD that oversees the CEDS Committee.

Recommendation

Council should approve the proposed modifications to the CEDS Committee bylaws.

Council Action – May 17, 2019

Attachment
AMENDED BYLAWS of the
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE
Of the
TREASURE COAST REGIONAL PLANNING COUNCIL
(Revised and Adopted January 9, 2014)
(Proposed Amendments – May 2019)

ARTICLE I

Name

The name of this Committee is the Comprehensive Economic Development Strategy Committee ("CEDS") of the Treasure Coast Economic Development District. The Committee is a public body that operates under the provisions of 186.505, F.S.

ARTICLE II

Purpose

The purpose of the Committee in accordance with U.S. Economic Development Administration Guidelines for Economic Development Districts (1992) is to oversee and guide District-wide economic development planning. The Committee, through the Comprehensive Economic Development Strategy (CEDS) Plan or other appropriate mechanism will develop strategies to address economic development issues, including the diversification of the District economy and job expansion. Members will share information, advise the Economic Development District on areas of economic data development, and create a consensus plan of action that will be used to update the CEDS plan of the Treasure Coast Economic Development District.

ARTICLE III

Membership

Membership – Membership on the CEDS Committee is based on the following four factors. First, there are to be five (5) appointees from each of the four counties of the Treasure Coast Region (Indian River, Martin, Palm Beach and St. Lucie) that participate in the activities of the Treasure Coast Economic Development District. Second, Committee members should be drawn from the range of groups noted below: Currently, the Committee membership reflects representation from the following agencies:

1. a. Local Government Representatives planning departments
b. Chambers of Commerce
c. Special purpose economic development agencies and councils
d. Workforce development boards
f. Other Industry Representatives
2. Appointments and Removals
   a. Appointments for membership on the CEDS Committee will be made at the discretion of the participating counties.
   b. Removal of a member is accomplished by an appointee's resignation or by an action by the respective member’s appointing body.

3. Request for Participation – Failure to attend two (2) consecutive scheduled meetings of the Committee without advance notification places a member in a delinquent status. The Committee will notify the Appointing authority of a member's delinquent status and request that a new appointment be made.

4. Vacancies – It is at the option of each member organization as to whether a nomination is made to fill a vacancy. When a vacancy exists, the Committee will notify the Appointing authority and request that the vacancy be filled.

5. Alternates – In order to promote attendance at the meetings of the Committee, each group or organization represented on the Committee is encouraged to appoint an alternate representative for each regular member. If possible, the alternate representative should be specified in the letter appointing the regular member. Any alternate member may represent any absent regular member of that County.

   ARTICLE IV

Annual Meeting and Member Terms

1. Annual Meeting: The annual meeting of the CEDS Committee will take place in January of each year. Prior to the date of the annual meeting Council staff will request each of the participating counties to ratify their respective slate of CEDS Committee members as current and up to date. Any new and/or reaffirmed members will be read into the record at the annual meeting by the Chairperson. New and/or reaffirmed members’ terms will begin at the next scheduled meeting of the CEDS Committee.

2. Member Terms: Committee member terms are determined by the respective members’ appointing authority and CEDS Committee members will serve at the , notwithstanding Article III, Section 2, a. serve one year terms which will be renewed at the discretion of the appointing jurisdiction, on an annual basis prior to the annual meeting.

   ARTICLE V

Officers, Terms, Duties, Subcommittees

1. Officers – there will be four (4) officers of the CEDS Committee: a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair. All Officers shall be elected by the CEDS Committee at its December-January annual meeting. Officers will serve a one-year term of office which will begin
at the next scheduled CEDS Committee meeting following the annual meeting in January. The
office of Chairperson shall be rotated amongst all four participating counties on an annual basis.
All Officer positions reside with the County that the respective CEDS Committee member holding
that position represents and not to the individual member. Starting at and immediately following
the December 2002 annual meeting the office of 3rd Vice-Chair will rotate to the position of Chair.
The office of 2nd Vice-Chair will rotate to the position of 1st Vice-Chair and so on.

2. Term—Committee member terms are determined by the respective members’ Appointing authority
except as provided for in Article IV, Section 2.

3.2. Duties – The duties of the Chair will be to preside over the meetings of the CEDS Committee
and to carry out other duties as directed by the Committee at large. The Vice-Chair will act as the
Chair in the absence of the Chair. The staff of the Treasure Coast Regional Planning Council shall
act as secretary to the Committee and will assist the Chair in carrying out the duties and the
responsibilities of this office.

4.3. Subcommittees – Special purpose and study subcommittees may be formed at the discretion of
the Chair. These subcommittees will serve until the completion of the requested action.
Membership of subcommittees should include diversified interests from different counties and
organizations insofar as practicable.

ARTICLE VI

Conduct of the Meetings

1. Procedure within the Meetings – Behavior and conduct during the meetings will be consistent with
that expected of responsible individuals. When there is a conflict on procedural matters, Robert’s
Rules of Order, Amended, will be consulted in determining correct action.

2. Agendas – An agenda will be prepared and distributed at least five days prior to each meeting with
items of action that must be addressed. The agendas will be flexible to allow other items of
business.

3. Voting – All voting members, including officers, are entitled to one (1) vote each. Only one vote is
allowed for each member. That vote may be exercised only by the member who represents that
group or organization or by the alternate. There will be no proxies. Simple majority vote of a
quorum passes any action.

4. Quorum – A quorum shall be defined as either: 1) a minimum of 2 members from each of the four
participating counties for a total of 8 members or 2) a minimum of 7 members. When a quorum is
present, a majority of those present may take action on matters properly presented at the meeting.

5. Minutes – Minutes will be kept for meetings in summary form. The exact language of matters that
are voted upon will be entered into the Minutes.
6. Guests and Requested Speakers – Members may request the Chairman to invite guests to attend meetings at their own expense. The Committee may also request the Chairman to invite individuals to attend meetings to inform them on items being reviewed by the Committee.

7. Informality – In general, and excepting cases where formal action is being undertaken, the Committee will operate with as few procedural constraints as is desirable.

8. Frequency of Meetings – The Committee will schedule full meetings not less than once per calendar quarter and shall call special meetings as deemed appropriate from time to time.

ARTICLE VII

Responsibilities and Authority

1. The members are expected to share information with one another as it pertains to economic development issues as legally permitted.

2. The Committee shall assist and advise the Staff in overall economic development issues.

ARTICLE VIII

Amendments

These bylaws may be changed, amended, expanded, or contracted by any action consistent with Article VI, Sections 3 & 4, with the exception of Article III, Sections 1 & 2, Article IV, Section 1 & 2, Article V, Section 1 & 2 and Article VI, Sections 3 & 4. Revisions to these sections must be approved by the Treasure Coast Regional Planning Council acting as the Economic Development District’s approving authority.