

**BOARD OF SUPERVISORS  
ECONOMIC OPPORTUNITY COMMITTEE  
BYLAWS  
March 1, 2011  
As Amended [October 15, 2013]**

**ARTICLE I - PURPOSE**

There is hereby created the Board of Supervisors Economic Opportunity Committee (EOC).

The primary purpose of the Economic Opportunity Committee is to advise the Board of Supervisors on appropriate economic development policies, programs and activities to ensure a Countywide perspective in support of a diversified economy; higher paying jobs and an expanded revenue base for local government services, while preserving and protecting the County's agricultural, tourism and education economic base in collaboration with cities.

**ARTICLE II - MEMBERSHIP, QUALIFICATIONS**

The Committee shall consist of twelve (12) members:

- a. Two (2) Members of the Board of Supervisors; and
- b. Ten (10) members who reside in, own a business located in, or are employed in the County of Monterey and who shall be appointed by the Board of Supervisors as follows:

One (1) industry leader from each of the following six (6) economic sectors:

- Micro Business
- Higher Education
- Finance
- Healthcare
- Labor
- Tourism

Two (2) industry leaders from the following economic sectors:

- Agriculture
- Research and Development

Criteria to be considered in nominating individuals to serve as committee members shall include, but not be limited to:

- Background and skills needed on the committee
- Resident, employed in, or owns a business in Monterey County
- Available and willing to attend monthly and other Committee meetings and actively participate on subcommittees as necessary
- History of community leadership
- Executive experience in one or more large and complex organizations
- Skills related to strategic planning
- At least one of the committee members shall possess environmental credentials.

Members appointed to the Committee shall serve as individuals and may not appoint alternates.

### **ARTICLE III – PROCEDURE FOR NOMINATIONS:**

For all nominations of Committee members occurring after the date of this amendment, the Office of the Clerk of the Board of Supervisors shall be notified and shall post notice of the vacancy in accordance with the Maddy Act, Government Code Section § 54970, et seq. The Administrative Subcommittee to the Economic Opportunity Committee shall review the qualifications of any nominee presented in accordance with this procedure, and forward recommendations on to the Committee for consideration. The Committee shall make appropriate recommendations to the Board of Supervisors for appointment.

### **ARTICLE IV - TERM OF OFFICE**

The committee members shall serve at the pleasure of the Board of Supervisors.

### **ARTICLE V - VACANCIES, RESIGNATIONS. & REMOVAL OF COMMITTEE MEMBERS**

A vacancy shall exist on the occurrence of any one of the following:

1. A formal letter of resignation is received by the Economic Development/WJB Director, the Committee Chair, or the Chair of the Board of Supervisors.
2. If the Committee determines that a member is not discharging his/her duties in accordance with California Government Code § 1770, the Committee may, upon two-thirds vote, declare a vacancy.
3. A member no longer resides, or is employed in, or owns a business in Monterey County.
4. A member has had three consecutive and unexcused absences from regular scheduled meetings of the Committee, or sixty percent (60%) of such meetings in any calendar year.

If a vacancy occurs, the Office of the Clerk of the Board of Supervisors shall be notified and shall post notice of the vacancy in accordance with the Maddy Act, Government Code Section § 54970, et seq. Any vacancy shall be filled in the same manner as the nomination and appointment of a member as described in Article III above.

### **ARTICLE VI - COMPENSATION**

Members shall not receive compensation for attendance at any meetings of the Committee or its subcommittees.

### **ARTICLE VII - MEETINGS**

#### **Section 1. Frequency**

- a. The Committee shall meet at least quarterly and special meetings may be called by the Chair as needed.
- b. Subcommittees of the Committee shall meet in accordance with the annual schedule of Committee meetings adopted by the Economic Opportunity Committee, or as frequently as necessary to fulfill the Committee's duties, but not less than quarterly.

#### **Section 2. Special Meetings**

- a. Special meetings may be called at any time for a specific, announced purpose by the Committee Chair or on request of the majority of the then-sitting committee members.
- b. Notice of a special meeting shall be delivered, in writing, to all committee members at least twenty-four (24) hours in advance of the meetings and such

notice shall be posted and delivered in accordance with California Government Code § 54956.

**Section 3. Quorum**

- a. For regular and special meetings of the Committee, a quorum shall be a majority of those committee members currently appointed and shall include at least one Member of the Board of Supervisors.
- b. For subcommittees, a quorum shall be a majority of the members of that subcommittee.

**Section 4. Majority**

Actions of the Committee shall be taken by majority vote of not less than a quorum of the members at the meeting.

**Section 5. Minutes**

The minutes shall record the attendance and actions taken at each meeting of the Committee. The minutes shall be prepared and submitted after each meeting to each committee member and to the Board of Supervisors through the Clerk of the Board's Office. The minutes shall be retained in the Economic Development Department and shall be available during normal business hours to members of the public.

**Section 6. Public Meetings**

Committee and subcommittee meetings shall be conducted in accordance with the Ralph M. Brown Act (California Government Code § 54950, et seq.) and/or other applicable statutes.

**ARTICLE VIII – COMMITTEE OFFICERS**

**Section 1. Officers**

The officers of the Committee shall be the:

- a. Chair, and
- b. Vice-Chair

**Section 2. Qualifications, Selection and Term**

The Committee shall elect a Chair and Vice-Chair during the Committee's first meeting of each calendar year. Officers shall serve for a term of one (1) year from their date of election until the election of their successor at the first meeting of the Committee in the following year and be elected for not more than two (2) full consecutive terms.

The Committee Chair shall be a Member of the Board of Supervisors.

**Section 3. Duties**

The Chair shall:

- a. Preside at all meetings of the Committee;
- b. Be an ex officio of all committees;
- c. Execute correspondence and other written instruments as authorized by the Committee
- d. Appoint chairpersons and members of subcommittees.

The Vice-Chair shall:

- a. In the absence of the Chair, assume the duties of the Chair

- b. Perform such reasonable duties as may be required by the Committee or by the Chair of the Committee.

#### **ARTICLE IX - SUBCOMMITTEE, COMMITTEES**

As determined necessary or advisable, the Committee may form (and terminate) Ad Hoc Subcommittees. All subcommittee members shall be appointed by the Chair. Each subcommittee shall elect its own Chair and Vice-Chair. In addition, there shall be created a standing subcommittee to the Economic Opportunity Committee known as the Administrative Subcommittee. The Administrative Subcommittee shall comply with the Ralph H. Brown Act. The primary function of the Administrative Subcommittee is to develop recommendations on requests for funding, review nominations of new Committee members, and monitor contractor compliance/performance.

#### **ARTICLE X - STAFF SUPPORT**

Staff Support of the Committee and subcommittees shall be provided by the Economic Development Department.

#### **ARTICLE XI - ANNUAL REPORT**

The Committee shall submit an annual Economic Development Report to the Board of Supervisors, The report shall contain a summary of the Committee's activities, projects and program strategies for the current program year and shall, contain a list of individual committee members.

#### **ARTICLE XII - COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDDS)**

To comply with US EDA. requirements (Section 302 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3162) and FDA's regulations at 13 C.P.R. part 303), the Committee shall submit to the Board of Supervisors a Comprehensive Economic Development Strategy (CEDDS) at least once every five (5) years, with annual updates as needed.

#### **ARTICLE XIII- RESPONSIBILITIES OF THE COMMITTEE**

The Committee shall have the following responsibilities:

1. Recommend an Economic Development Strategic Plan to the Board of Supervisors that can create greater economic opportunities and enhance the County's overall prosperity, The strategy plan shall be reviewed annually and updated as necessary. The Committee shall recommend appropriate methods to measure success of economic development strategic plan implementation.
2. Recommend to the Board of Supervisors economic development priorities that provide a strategic policy focus.
3. Recommend to the Board of Supervisors an economic development program that enhances job creation through:
  - ❖ Business retention and expansion
  - ❖ New business
  - ❖ Attraction and development
4. Identify and support collaborative efforts with local governmental agencies, non-profit organizations, and industry leaders, to promote economic development activities that are compatible with the County's vision to protect, preserve and enhance the region's quality of life.
5. Review and provide oversight in the distribution, funding and performance auditing of the following Development Set-Aside Agencies:

- a. Monterey County Convention & Visitors Bureau
  - b. Arts Council for Monterey County
  - c. Monterey County Film Commission
6. Review and provide oversight related to County funding of any other economic development agencies or activities.
  7. Review and provide oversight in the funding and performance auditing of the Monterey County Business Council Competitive Clusters Initiatives.
  8. Review and provide oversight regarding the County's participation in the Salinas Valley Enterprise Zone.

**ARTICLE XIV - CONFLICT OF INTEREST**

Committee members shall comply with the provisions of applicable law, including but not limited to Government Code § 1090, the Political Reform Act of 1974, as amended, as the Act relates to Conflicts of Interest (Government Code Section § 87100, et seq.) and shall file statements of economic interest (PPPC Form 700) pursuant to the Conflict of Interest Code to be approved by the Board of Supervisors for the Committee. Additionally, no committee member shall undertake any employment, activity, or economic enterprise for compensation that is inconsistent, incompatible, in conflict with or inimical to his/her duties as a Committee member.