

BOARD OF SUPERVISORS
ECONOMIC DEVELOPMENT COMMITTEE
BYLAWS

March 1, 2011

As Amended [June, 21, 2022]

ARTICLE I - PURPOSE

There is hereby created the Board of Supervisors Economic Development Committee (EDC).

The primary purpose of the Economic Development 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.

The vision of Monterey County's Strategic Initiatives represents the cornerstone of our commitment to achieving the well-being and prosperity of all Monterey County residents through policies that promote equitable outcomes and opportunities for all residents through Economic Development, Health Promotion, Access to Facilities, Water, Technology, Transportation and Safety for All Monterey County residents. The institution of this commitment applies to ALL Monterey County residents regardless of religion, creed, race or ethnicity, immigration status, disability status, gender or sexual orientation. All members of our community deserve to live healthy, thriving, rewarding lives, free of fear and discrimination. Monterey County acknowledges the existence of inequities and disparities in our communities' status of health, economic stability, employment opportunities, housing and commits to eradicate the issues of barriers to achieving such provisions for all Monterey County residents.

ARTICLE II - MEMBERSHIP, QUALIFICATIONS

The Committee shall consist of fourteen (14) members:

1. Two (2) Members of the Board of Supervisors; and
2. Twelve (12) 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:
 - a. One (1) industry leader from each of the following twelve (12) economic sectors:
 - i. Micro Business
 - ii. Minority Owned Business
 - iii. Higher Education
 - iv. Finance
 - v. Healthcare
 - vi. Labor
 - vii. Tourism
 - viii. Climate and Clean Energy
 - ix. Construction
 - x. Non-profit or Community Member
 - xi. Agriculture
 - xii. Research and Development

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

1. Background and skills needed on the committee
2. Resident, employed in, or owns a business in Monterey County
3. Available and willing to attend monthly and other Committee meetings and actively participate on subcommittees as necessary
4. History of community leadership
5. Executive experience in one or more large and complex organizations
6. Skills related to strategic planning
7. At least one of the committee members shall possess environmental credentials.
8. Possess a general understanding of Governing for Racial Equity principles and is willing to participate in discussions of equity principles.

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.). An Ad hoc Committee of the Economic Development Committee shall be appointed to review the qualifications of any nominee presented in accordance with this procedure, and forward all eligible applicants on to the Committee for consideration. The Committee shall make appropriate recommendations to the Board of Supervisors.

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 Manager, 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 Development 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 by Economic Development 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 members of Ad Hoc and standing committees.

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 and standing committees. Each Ad hoc and standing committee shall elect its own Chair and Vice-Chair.

ARTICLE X - STAFF SUPPORT

Staff Support of the Committee, Ad hoc and standing committees shall be provided by Economic Development.

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 (CEDs)

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 (CEDs) 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:
 - a. Business retention and expansion
 - b. New business
 - c. Attraction and development
4. Identify and support collaborative efforts with local governmental agencies, non-profit organizations, community members 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
 - d. Monterey County Business Council
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.