



## Bylaws of the

### Strategic Economic Enhancement Development Committee (SEED)

Adopted by CEDAC in regular session on 01/10/2024, and approved by the Board of Supervisors in regular meeting on (xx/xx/xx)

#### **ARTICLE I - PURPOSE**

These are Bylaws of the Strategic Economic Enhancement Development Committee (SEED) of El Dorado County.

The primary purpose of SEED is to advise the Board of Supervisors (BOS) on economic development policies, programs, industries, and activities to ensure a competitive countywide perspective in support of a diversified economy, higher paying jobs and an expanded revenue base for local government services.

SEED will have a strategic view of economic development throughout the County, based upon defined BOS priorities, and shall identify ways to both promote economic activity and opportunities and to identify barriers to economic health both internally and externally within County governmental organizations.

SEED will function as a conduit between the BOS and industries; hearing and vetting concerns, opportunities, information, and perspectives. The Committee may forward recommendations and reports on specific industry activities, proposals or needs to the BOS for consideration.

SEED may review agenda items in front of the BOS that impact economic development and quality of life potential and provide recommendations for consideration.

SEED's goal is to help the County fully realize its economic development potential and take advantage of its unique opportunities while preserving and protecting the agricultural, tourism and economic base, in collaboration with its cities of Placerville and South Lake Tahoe.

## **ARTICLE II – MEMBERSHIP**

- A. The Committee shall consist of eleven (11) members:
  - 1) One (1) member shall be nominated by each Supervisor and their appointment runs concurrent with the Supervisor's term.
  - 2) The remaining six (6) members will be considered at-large members.
- B. All member appointments shall be approved by a majority vote by the BOS at a regular meeting.
- C. When nominating members, except as required, the criteria to be considered shall include but not be limited to:
  - 1) Current resident of El Dorado County (Required)
  - 2) Employed in, or owns a business in El Dorado County
  - 3) Executive and/or industry experience
  - 4) History of community leadership
  - 5) Background and skills needed on the Committee.
  - 6) Strategic planning skills
  - 7) Ability to attend meetings in person at the primary location.
- D. When nominating members, industry leaders from the following economic sectors/industries to be considered may include but are not limited to:
  - 1) Agribusiness
  - 2) Biomass / Clean energy / Sustainability
  - 3) Construction
  - 4) Creative Economies (arts and culture)
  - 5) Event venues
  - 6) Finance and Capital
  - 7) Healthcare
  - 8) Non-Profits
  - 9) Outdoor recreation
  - 10) Real Estate

- 11) Retail / Small business
- 12) Technology / Communication / Broadband
- 13) Tourism
- 14) Utilities
- 15) Wineries

### **ARTICLE III – APPLICATION PROCESS AND TERM**

- A. To fill a vacancy, the Economic Development Manager shall notify the Clerk of the Board to post a notice of vacancy in accordance with the Maddy Act (Government Code Section §54980, et seq.).
- B. Candidates will submit a completed application.
  - 1) Applications for Supervisor-district appointees will be forwarded to the respective Supervisor for consideration.
  - 2) Applications for at-large members will follow an interview process conducted by a panel consisting of two (2) members determined by the Economic Development Division and one (1) member from SEED determined by the Chair. The selected applicant will be presented to the BOS for final approval.
- C. Term of Appointments
  - 1) Supervisor-district members are coterminous with the term of the respective Supervisor.
  - 2) At-large member's term shall be for four (4) years from the date of BOS approval.
  - 3) Members may reapply after each term.
  - 4) All members serve at the pleasure of the BOS.

### **ARTICLE IV – VACANCIES**

- A. A vacancy shall exist if any of the following occurs:
  - 1) A formal letter of resignation is received by the Economic Development Manager, or the Chair of either the BOS or of SEED.
  - 2) A member is removed by a majority vote of the BOS.
  - 3) A member is removed by a two-thirds vote of SEED members based on a member not discharging his/her duties in accordance with California Government Code §1770.
  - 4) A member ceases to reside in the County.
  - 5) When a member fails to attend two (2) regular scheduled meetings

of the Committee, the Chair of the Committee shall notify the member of the attendance requirement. Any member who has three (3) unexcused absences from regularly scheduled meetings in a twelve-month period will be removed.

- 6) When a Supervisor no longer holds the office for any reason, the current Supervisor-appointed member may continue, until a replacement is nominated and approved by the BOS.

## **ARTICLE V – MEETINGS**

### **A. Meetings**

- 1) The Committee shall meet at least bi-monthly (every other month) but may meet more frequently as required.
- 2) Subcommittees of the Committee shall meet as frequently as necessary to fulfill the Committee's duties, but not less than quarterly.
- 3) Meetings will be called to order by the Chair, or Vice Chair in the absence of the Chair. If neither is in attendance, the Committee may select a Chair Pro Tempore to conduct the meeting, provided a quorum is present.
- 4) The order of the business of the Committee shall be generally transacted in the following order:
  - a. Call to Order and Roll call
  - b. Adoption of the Agenda
  - c. Approval of the Minutes
  - d. Petitions and discussion items
  - e. Report from the Economic Development Manager (or designee)
  - f. Consideration of unfinished business
  - g. Committee reports
  - h. Consideration of new business
  - i. Member reports
  - j. Adjournment
- 5) Committee meetings shall be conducted in accordance with the Ralph M. Brown Act (California Government Code § 54950, et seq.) and/or other applicable statutes.

### **B. Special Meetings**

- 1) 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.
  - 2) 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.
- C. Quorum
- 1) For regular and special meetings of the Committee, a quorum shall be a majority of sitting members.
  - 2) For subcommittees, a quorum shall be a majority of the members of that subcommittee.
- D. Majority
- 1) Actions of the Committee shall be taken by majority vote of not less than a quorum of the members at the meeting.

## **ARTICLE VI – AGENDA AND MEETING MINUTES**

- A. The Economic Development Manager (or designee) shall provide a meeting room with recording and video conferencing capability, appoint a Secretary from his/her department and be responsible for placing SEED items on the BOS agenda.
- B. The Secretary shall attend and keep the minutes of all regular and special meetings of SEED. The Secretary shall issue notices of all meetings and shall perform all duties incident to the office of Secretary. The Secretary will review meeting minutes with the SEED Chair or designee before posting the minutes. The Secretary shall not be a member of SEED.
- C. The Secretary shall prepare the SEED meeting agenda in conjunction with the Chair or designee based on the following:
  - 1) Submission of Items
    - a. The Economic Development Manager and any SEED member may submit an agenda item. The Chair or designee, in consultation with the Economic Development Manager, will create the agenda. The agenda will then be submitted to the Secretary ten (10) calendar days prior to the meeting.

- 2) Preparation and Content
  - a. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.
- 3) Distribution and Posting
  - a. At least seventy-two (72) hours before the Regular Committee meeting, the agenda will be distributed to the members and sent to the Clerk of the Board for posting.
- 4) Additions after Posting
  - a. No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code §54954.2 of the Brown Act.
- D. All meeting agendas shall be posted/published pursuant to the Ralph M. Brown Act (Government code §54950 et. seq.)
- E. Minutes
  - 1) The Secretary shall record the attendance and actions taken at each meeting of the Committee. The minutes shall be prepared, reviewed, and approved with the SEED Chair or designee within ten (10) calendar days of the meeting and then submitted to the Clerk of the Board's Office for posting.

## **ARTICLE VII - COMPENSATION**

- A. SEED Members serve as volunteers and are not compensated.

## **ARTICLE VIII – COMMITTEE OFFICERS**

- A. The officers of the Committee shall be the:
  - 1) Chair, and
  - 2) Vice-Chair
- B. Qualifications, Selection, and Term
  - 1) 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) consecutive terms. Any Officer elected for less than a full term, will have the option to serve for an additional two (2) full consecutive

terms.

C. Duties

1) The Chair shall:

- a. Preside at all meetings of the Committee.
- b. Execute correspondence and other written instruments as authorized by the Committee.

2) 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 – ADHOC AND SUBCOMMITTEES**

- A. As determined necessary or advisable, the Committee may form (and terminate) ad hoc committees and subcommittees. Each ad hoc and subcommittee shall elect its own Chair and Vice-Chair.
- B. Subcommittees may be established by the Committee at a regular meeting to address specific topics or projects of limited scope. Membership of any subcommittee must be comprised solely of less than a quorum of the commission. Members of a subcommittee may be elected by the Committee when more than a quorum wishes to join.
- C. Subcommittees are ad hoc in nature and not subject to the Brown Act so long as the term and scope of any subcommittee are limited to less than a quorum of members. If a subcommittee includes more than a quorum of members, it will be subject to the Brown Act.

**ARTICLE X - STAFF SUPPORT**

- A. Staff support of the Committee, ad hoc and subcommittees shall be provided by the Economic Development Division. Staff time will be limited to bi-monthly and special meetings, communication about meetings, and for items specifically assigned by the BOS.

**ARTICLE XI- RESPONSIBILITIES OF THE COMMITTEE**

- A. The Committee shall have the following responsibilities:
  - 1) The Committee shall maintain an annual work plan. Items on the plan may be submitted to the Committee by the BOS at any time. Items may be generated internally, at any time, by the Committee

and approved by the BOS.

- 2) The Committee shall submit an annual Economic Development Report to the BOS. The report shall contain a summary of the past year's accomplishments. The report shall contain a summary of the Committee's activities, projects, and program strategies planned for the current program year. The activities, projects, and program strategies may change throughout the year.
- 3) **Per direction of the BOS**, the Committee may review County policies and procedures that relate to economic development and provide an economic analysis of these ordinances with pros and cons for the BOS consideration.
- 4) The Committee may provide presentations with a strategic economic development perspective for relevant County and Community groups.

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

- A. 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 be included in the development of the Comprehensive Economic Development Strategy (CEDs) report that is produced at least once every five (5) years, with annual updates as needed.

#### **ARTICLE XIII – AMENDMENTS TO BYLAWS**

- A. Proposed amendments to these Bylaws shall be approved by a quorum vote of the members and then brought to the BOS for final approval.