



STRATEGIC ECONOMIC ENHANCEMENT DEVELOPMENT COMMITTEE

of the County of El Dorado BYLAWS

ARTICLE I. NAME AND ADDRESS

The official name of this Committee shall be the El Dorado County Strategic Economic Enhancement Development Committee hereinafter referred to as the Committee. The principal address will be:

2850 Fairlane Court
Placerville, CA 95667

ARTICLE II. AUTHORITY

The following bylaws of the Committee are hereby adopted pursuant to Board of Supervisors Resolution No. _____.

ARTICLE III. PURPOSE/OBJECTIVES

The purpose of the Committee is to:

- 1) Provide a Countywide strategic view of economic development based upon defined Board priorities and identify ways to promote economic activity and opportunities while working on the new economic development strategic plan.
- 2) Function as a conduit between the Economic Development Division, the Board and industries; hearing and vetting concerns, opportunities, information, and perspectives.
- 3) Assist the County to 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 IV. MEMBERSHIP

1. The Committee shall consist of five Board appointed members who have preferred industry/sector experience. All members will be appointed by majority vote of the Board and will serve a two (2)-year term.
2. Committee shall have the following responsibilities:
 - a. Execute the annual work plan, that will be focused on creating an economic development strategic plan, provided by the Economic Development Manager as authorized or modified by the Board.
 - b. Submit an annual Economic Development Report to the Board summarizing the past year's accomplishments.
 - c. Conduct comprehensive research and analysis of economic trends, demographics, and market opportunities to inform the development of the strategic plan.
 - d. Facilitate meaningful engagement with a diverse range of stakeholders, including businesses, residents, community organizations, educational institutions, and government agencies to ensure their voices are heard and incorporated into the strategic plan.
3. No member of the Committee shall represent their personal views as that of the Committee. Any member wishing to represent the Committee before a group or individual shall seek authorization from the Chair prior to doing so.

ARTICLE V. MEETINGS

1. Regular meetings of the Committee shall be held at an approved facility, with the intention of starting at 3 pm on the third Thursday of the month. When the regularly scheduled meeting falls on a legal holiday, the meeting shall be held on an alternate date set by a majority of the Committee unless cancelled.
2. Special meetings of the Committee may be called by the Chair or a quorum of the Committee by notifying staff, stating the purpose, time, and place of the meeting at least 72 hours before the time set forth. Staff shall thereupon notify each member of the purpose, time, and place of the meeting at least 48 hours before the time of the meeting. An agenda of said meeting shall be posted at least 24 hours prior to the meeting.
3. Meetings may be adjourned to another time and place by the Chair with majority concurrence. The Chair shall give public notice of the time and place during the meeting so adjourned.
4. All meetings shall be open to the public, except those closed sessions permitted by law, pursuant to the provisions of Government Code Section 54950 *et seq.* (or better known as the Brown Act).

5. All members shall serve without compensation but may be reimbursed for actual and necessary expenses.

ARTICLE VI. OFFICERS

1. The officers of the Committee shall consist of a Chair, First Vice Chair and Second Vice Chair, and such officers as the Committee may deem necessary from time to time.
2. The Chair, First Vice Chair and Second Vice Chair shall be elected for a one-year term, with no limit on the number of terms, by the voting members of the Committee at a regularly scheduled meeting with a quorum present and shall take office at that meeting.
3. In the event of a vacancy in the position of the Chair or Vice-Chair, there shall be an election at the next regular or special meeting for Chair or Vice-Chair.
4. In all instances of a vacancy, the Chair or Vice-Chair shall immediately notify the Office of the Clerk of the Board requesting they post a Notice of Vacancy. The Notice of an unscheduled vacancy shall be posted for a minimum of 10 working days, pursuant to Government Code section 54974.
5. The Chair shall act as the presiding officer at all meetings of the Committee and shall represent the Committee at functions of a ceremonial nature.
6. In the absence of the Chair, the First Vice Chair shall preside and exercise all the duties of the Chair. In the absence of both the Chair and First Vice Chair, the Second Vice Chair shall act as the Chair until the return of the Chair or First Vice Chair.
7. All officers shall be the primary members of the Committee. Alternates are not permitted to be officers.

ARTICLE VII. PROCEDURES

1. Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth and any regularly adopted agenda.
2. 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.
3. The order of the business of the Committee shall be generally transacted in the following order:
 - Call to Order and Roll call
 - Adoption of the Agenda and Approval of the Consent Calendar
 - Discussion items
 - Report from the Economic Development Manager (or designee)
 - Member reports
 - Adjournment

4. A majority of the appointed members shall constitute a quorum. The only action which can be taken at a meeting attended by less than a quorum is to adjourn the meeting to a certain day and time or indefinitely.
5. Except as otherwise required by law, for a motion to pass, there must be an affirmative action of the majority of those “present and voting”. Those “present” would count toward establishing a quorum and abstentions would count towards the vote on the motion. Abstention votes act just like “no” votes.
6. Members of the Committee who are unable to attend a meeting shall, if possible, so inform the Chair or staff in advance of said meeting to determine a quorum in advance.
7. Voting shall be by roll call. Except on hearing items, the Chair may elect to call for “all in favor” or “any opposed” verbal vote.
8. The Committee may repeal, amend, or add to these bylaws only by receiving approval of the Board of Supervisors.

ARTICLE VIII. POWERS AND DUTIES

1. The Committee shall be an advisory body to and for the Board of Supervisors and should therefore conduct themselves in a professional manner to appropriately represent the Board and the County.
2. The Committee shall adopt and, from time-to-time, amend bylaws subject to the approval of the Board as may be required to facilitate the work of the Committee.