



# **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. 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.

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#### **ARTICLE IV. OFFICERS**

1. The officers of the Committee shall consist of a Chair and First Vice Chair and such officers as the Committee may deem necessary from time to time.
2. The Chair and First 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 Committee may select a Chair Pro Tempore.

#### **ARTICLE V. 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 Chair Pro Tempore shall 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. 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.
5. 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.
6. 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.

#### **ARTICLE VI. POWERS AND DUTIES**

1. The duties and responsibilities of the Committee are described in Board Resolution No. \_\_\_\_\_, or any successor Resolution thereto.

2. 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.
3. 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.