

## **Unity Economic Development Committee Ordinance**

### **ARTICLE I ESTABLISHMENT**

Pursuant to Article VIII, Pt. 2, Sec. 1 of the Maine Constitution, and 30-A MRSA §3001, the Town of Unity hereby establishes the Unity Economic Development Committee (hereinafter referred to as "Committee").

### **ARTICLE II PURPOSE AND AUTHORITY**

The Committee shall advise and make recommendations to the Board of Selectmen on matters related to economic development, which include but are not limited to business assistance programs, economic development incentives, business climate, business attraction and retention, marketing opportunities, investment incentives and other issues that may promote economic development.

In addition, the Committee may be responsible for managing one or more economic development programs and budgets to the extent authorized by the Board of Selectmen or Town Meeting vote. Final authorization for any budgeted expenditure or contractual agreement resides with the Board of Selectmen.

### **ARTICLE III GOALS AND PRIORITIES**

In doing its work, the Committee will ensure that policies and strategies it develops are in keeping with the Unity Comprehensive Plan and the following economic development goals: diversifying the local tax base, creating local jobs, providing citizens and visitors with local services and improving the overall quality of life in Unity. Galvanizing and strengthening local businesses will be a priority, followed by attracting complementary businesses that will enhance the commercial center and maintain the rural character of the town.

### **ARTICLE IV DUTIES AND RESPONSIBILITIES**

Committee members shall:

1. Work in a coordinated fashion, respect all points-of-view and, in carrying out its duties and tasks, shall adhere to the Town's Comprehensive Plan as well as the values and mission of the Town of Unity.
2. Review and understand the Town's current economic development challenges and incentives.
3. Interface with businesses seeking economic development assistance including requests for local Tax Increment Financing (TIF) assistance.
4. Provide recommendations and guidance to the Board of Selectmen regarding use of TIF revenues. Prepare the annual TIF budget.
5. Have responsibility for the structure of any Town revolving loan fund and/or grant fund for economic development/business assistance purposes.

6. Advise on tools that could be used to encourage economic development and community investment opportunities.
7. Serve as ambassadors of Unity and promote the Town to their contacts.
8. Provide business leads and contacts to the Town where appropriate.
9. Be respectful of all other Committee members and work positively toward accomplishing Committee objectives.

**ARTICLE V MEMBERSHIP**

The Committee shall consist of no less than 7 or more than 17 members appointed by the Board of Selectmen and should represent a diverse cross section of Unity's economic base including representatives of:

- A member of the Board of Selectmen
- Technology business
- Retail business
- Home-based business owner
- Downtown business owner
- Banking or finance professional
- Farming/agricultural
- MOFGA
- Unity Barn Raisers
- Unity College (staff & students)
- Other non-profit
- High School Students

Every effort shall be made for membership to include both young adults and retired individuals. No more than 25% of members may be non-residents.

**ARTICLE VI OFFICERS AND ROLES**

Members will meet at the first opportunity after annual appointments to elect a chair, a vice-chair and a secretary to serve for one year unless otherwise provided. The Committee may develop additional roles as circumstances direct and select Members to be responsible for leading those areas of the Committee's work.

The **Chair** shall preside at all Committee meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the committee to perform its duties and conduct its affairs. The Chair also shall set the agenda for each meeting and provide the agenda to the Town Clerk for posting as required. It will be expected that the Chair or an appointed designee will attend one Selectmen's meeting each month and submit a written report of activities to the municipal officers to be included in the Annual Town Report. The Vice-Chair shall assume the responsibilities of Chair in the Chair's absence.

The **Secretary** shall maintain a permanent record of all Committee meetings and all correspondence of the Committee, which shall be a public record except as otherwise provided by law. The secretary shall be responsible for providing the Town Clerk a copy of all meeting minutes.

**ARTICLE VII APPOINTMENTS, TERMS & TERMINATION**

Committee Members shall be appointed by the Board of Selectmen.

Committee Members are appointed for a period of two (2) years. Terms shall be staggered with the initially appointed Committee having one-half of the members appointed to two-year terms and one-half of the members appointed to one-year terms. Members may be appointed to serve three consecutive terms and must have a minimum of one year off before being appointed again.

Committee Members may be removed by a majority vote of the Committee and confirmed by a majority vote of the Board of Selectmen.

**ARTICLE VIII MEETINGS AND PROCEDURES**

1. The Committee shall hold an organizational meeting at the first opportunity following annual appointments to orient members, elect officers and establish an annual workplan and meeting schedule.
2. The Committee will schedule other meetings as it deems necessary, providing public notice to the Town Clerk for posting.
3. Attendance shall be considered a quorum when 50% of the members are present.
4. Votes shall pass by a simple majority.
5. Members must recuse themselves from participating in any discussions or votes on any matter where that member has a conflict of interest regarding that matter.
6. Members are expected to attend  $\frac{3}{4}$  of the meetings held with no more than 4 consecutive "unexcused" absences. An excused absence may be requested of the Chair in advance of scheduled meetings.
7. Following attempts to resolve issues within the Committee, the Committee will vote on removal of any Member(s) violating any of the Duties, Responsibilities, Attendance or Procedures outlined in this Ordinance. Upon an affirmative Committee vote, the Chair will make recommendation to the Board of Selectmen for confirmation of removal.
8. The Committee may adopt bylaws or other rules of procedure to manage its affairs beyond provisions of this Ordinance provided they do not conflict with this Ordinance.

**ARTICLE IX AMENDMENTS**

This Ordinance may be amended at any legally called Town Meeting. The Town Clerk is authorized to renumber sections as needed to incorporate amended language.

**ARTICLE X EFFECTIVE DATE**

This Ordinance becomes effective upon date of passage.