

## UNITY ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

(Approved 2/6/17; amended 5/1/17, 6/5/17, 12/4/17, 1/3/18)

These bylaws are adopted to establish rules of procedure beyond what is outlined in the Economic Development Committee (EDC) Ordinance. All members shall be provided with a copy and they shall be posted on the Town web site.

**Meetings:** Regular meetings will be held on the 1<sup>st</sup> Monday of the month from 6:00---8:00 PM at the Town Office or otherwise as determined and posted. Special meetings may be called as needed by the chair or by a majority of Committee members.

**Notice of Meetings:** Members will be notified of meetings via the EDC Email List Serve. An agenda, minutes of the preceding meeting and additional meeting materials will be emailed ahead of time whenever possible. The town clerk will provide public notice by posting of meetings in the town office, on the web site and via the "This Week in Unity Maine" list serve.

**Attendance:** All members are expected to be present at all full Committee meetings. At any time in which a member finds s/he is unable to attend, s/he will notify the chair and share the reason for the conflict. As per Ordinance requirements, members are expected to attend  $\frac{3}{4}$  of the meetings with no more than 4 "unexcused" absences.

**Remote Attendance Provisions:** The expectation is that members physically attend meetings and that decisions are made in this manner. If a member is unable to physically attend a meeting but can participate by telephone or Internet, an accommodation may be made at the discretion of the chair. Any such request shall be made to the chair in advance of the meeting. Such attendance will count toward quorum requirements.

**Decision-Making Between Meetings:** In the event a decision is needed between meetings, the chair may email the question with a deadline for reply. If a quorum responds by the deadline, the majority vote shall determine the outcome. Lacking a quorum voting, the vote will fail. Such votes shall be described in the minutes of the next regular Committee meeting.

**Meeting Conduct:** Members will be fully present during meetings and refrain from distracting side conversations. Members are encouraged to express their honest opinions in a civil and respectful manner.

**Meeting Agenda Items:** Any Committee member or member of the public may request that an item be placed on an upcoming meeting agenda. Such requests shall be made to the chair or town clerk by noon on the last Friday of the month. The chair will contact the person to gain an understanding of the request and determine whether and how the item of business shall be addressed. The chair will report incidents of any requests denied at the beginning of any meeting. The Committee may vote to override the chair's determination if so warranted and agree upon a time for the business to be scheduled.

**Meeting Records:** The Secretary shall record the essence of discussion and decisions made at each meeting and present meeting minutes for approval at the following meeting. Once approved, minutes will be posted on the Town web site.

**Public Representation:** EDC members are encouraged to engage with the public to promote economic development in a positive and creative manner and identify themselves as EDC members. However, members must take caution not to speak on behalf of the EDC unless a formal position has been taken or give the impression that a personal opinion or idea for action is an official EDC position. If sharing one's own opinion outside of a meeting on a topic related to economic development, the member should make it clear that it is her/his own opinion.

**Program Access:** The Committee shall broadly publicize all opportunities to apply for available financial assistance or otherwise participate in programs under its jurisdiction. Procedures shall be clearly outlined and user friendly. Members may assist applicants in accessing EDC programs, including the preparation of grant and loan applications, provided no conflict of interest exists (as defined below).

**Conflict of Interest:** The EDC adheres to the legal interpretations and recommendations of the Maine Municipal Association regarding conflict of interest. As such, prior to voting on a pertinent matter, members shall disclose any direct or indirect pecuniary (10% or more interest in business affected as an officer director, partner, associate, employee or stockholder), familial or other prejudicial conflict of interest that may influence their opinion. To protect the integrity of the process, members shall recuse themselves from voting on matters in which they have a pecuniary interest or other clear bias preventing objective judgement. Should there be a difference of opinion about whether a member must recuse him/herself, the question shall be resolved by majority vote of the other members present and voting.

**Annual Budget:** The December meeting shall be devoted to considering a broad range of possible funding priorities for the coming fiscal year and beyond, with an eye toward the end of TIF District authorization. The Committee shall endeavor to compare, prioritize and ultimately recommend the most promising investments to the Board of Selectmen and Budget Committee prior to decision at Town Meeting. This work will be completed by early January; the rationale for the recommendations shall be made in the Annual Town Report.

**Annual Report:** The Committee shall summarize its work of the prior year and plans for the upcoming year in the Annual Town Report.

**Bylaw Revisions:** These bylaws will be reviewed no less than annually at the organizational meeting and may be revised at any meeting as adjustments are deemed advisable.