

RESOLUTION NO. 20-01

A RESOLUTION RESCINDING RESOLUTIONS NO. 18-22 AND 19-05, CITY OF SCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

WHEREAS, the Scappoose City Council created an Economic Development Committee to promote the creation and retention of local jobs that will help build a stronger community, and to advise and make recommendations to City Council; and

WHEREAS, the members of the Committee volunteer their time to meet once per month for a lunch meeting and occasionally for additional meetings on an as needed basis; and

WHEREAS, a need was identified to clarify the authority of the Mayor and City Council pertaining to the appointment and removal of members, alternate members, and ex-officio representatives of the Committee.

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

City of Scappoose Economic Development Committee

BYLAWS

ARTICLE I - NAME

Scappoose Economic Development Committee

ARTICLE II-AUTHORIZATION

Established by Resolution No. 15-14, passed July 20, 2015 and then amended by Resolution No. 18-22, passed October 1, 2018 which rescinded Resolution No. 15-14 and then amended by Resolution No. 19-05, passed June 3, 2019.

ARTICLE III - PURPOSE

A. Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.

B. Work to create and promote the Scappoose Economic Development Strategic Plan.

ARTICLE IV - RESPONSIBILITIES/OBJECTIVES

A. To design, develop and promote an economic development strategic plan.

B. To provide oversight and review of economic development marketing strategies and products.

C. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community.

D. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.

E. To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Scappoose area economy.

F. To respond to additional matters relating to economic development as requested by the City Council

ARTICLE V - ORGANIZATION AND STRUCTURE

Section 1. Membership

A. Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Mayor with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SEDC members shall be from the private sector.

B. Members shall live or work or have significant interest in economic development in the City of Scappoose.

C. Membership shall represent the private-for-profit, not-for profit and public sectors. The SEDC should include:

- (1) members with backgrounds in economics and business,
- (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
- (3) members who represent a wide range of business sectors and types in Scappoose,
- (4) members with demonstrated leadership, commitment and expertise.

D. Ex-officio representatives of related organizations and the business community may also be invited to participate in SEDC meetings and work sessions as determined by the Mayor with the consent of the City Council.

E. Members of the SEDC will be appointed by the Mayor with the consent of the City Council, in accordance with Scappoose Municipal Code 2.040.080, for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for four full subsequent terms; however, no more than four consecutive full terms may be served by any member.

F. An alternate to each member may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Commission is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

G. Members, their alternates, or ex-officio representatives missing three (3) consecutive meetings will be considered for removal. The commission will present a written recommendation to Council for their action.

Section 2. Officers

A. The SEDC shall elect a Chair and Vice Chair every twelve (12) months. The City Economic Development Coordinator or designee shall serve as Recording Secretary.

B. The duties and powers of the officers of the Scappoose Economic Development Commission, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Commission
- Development of a written agenda in sufficient time to allow for distribution to Commission prior to any regular meeting.
- Call special meetings of the Commission in accordance with the By-laws;
- See that all actions of the Commission are properly taken;
- Presents the Commissions views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaison to the commission.
- Co-Sign official documents of the SEDC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SEDC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the SEDC;
- Give or serve all notices required by law or required in the SEDC By-laws;
- Prepare the agenda of all meetings of the SEDC;
- Be custodian of SEDC records;
- Inform the SEDC of correspondence relating to business of the SEDC and attend to such correspondence;
- Co-Sign official documents of the SEDC, with Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SEDC shall hold regularly scheduled meetings. Members will be reminded by written notice, including electronic means such as email, at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. The SEDC shall schedule and publish regular meeting dates on a quarterly basis. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SEDC membership, setting forth and the reason for calling such a meeting.

C. SEDC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.

E. Robert's Rules of Order shall guide the SEDC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.

F. Matters referred to the SEDC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SEDC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. Committees and subcommittees shall meet at the call of the SEDC Chair and the respective committee or subcommittee.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SEDC activities shall be made to City Council annually.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council or may be proposed by the Economic Development Committee to the City Council. City Council will consider all amendments proposed by a majority of the Economic Development Committee.

ARTICLE VIII - APPROVALS


The above bylaws for the Scappoose Economic Development Commission have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 21st day of January, 2020.

PASSED AND ADOPTED by the Scappoose City Council on this 21st day of January, 2020, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan Reeves, MMC, City Recorder