

RESOLUTION NO. 15-14

A RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT COMMITTEE FOR THE CITY OF SCAPPOOSE.

WHEREAS, The Scappoose City Council has prioritized creating an Economic Development Committee as a Council Goal; and

WHEREAS, 70 percent of Scappoose citizens commute elsewhere for employment; and

WHEREAS, promoting the creation and retention of local jobs will help build a stronger community; and

WHEREAS, there is not an existing organization that promotes economic development in Scappoose; and

WHEREAS, the establishment of a committee to advise and make recommendations to City Council on economic development policy and issues will help enhance economy prosperity; and

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1. Establishment. An Economic Development Committee (EDC) is hereby established.

Section 2. Responsibility. To design, develop and promote an economic development strategic plan. To provide oversight and review of economic development marketing strategies and products. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses. 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. To respond to additional matters relating to economic development as requested by the City Council.

Section 3. Membership. Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Scappoose City Council. A majority of SEDC members shall be from the private sector. Members shall live or work or have significant interest in economic development in the City of Scappoose. Membership shall represent the private-for-profit, not-for profit and public sectors.

The SEDC should include:

- (1) members with a background in business or who are part of an organization that promotes economic development.
- (2) members who are geographically distributed throughout the City,

- (3) members who represent a wide range of business sectors and types in Scappoose.
- (4) members with demonstrated leadership, commitment and expertise.

Members of the SEDC will be appointed by the Scappoose City Council 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 two full subsequent terms; however no more than two consecutive full terms may be served by any member.

An alternate to each member may be selected. 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.

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

Section 4. Term of Office. Committee members shall be appointed by City Council for three year terms or to fill the remainder of a three year term. A member who is absent from three (3) consecutive meetings will be considered for removal for non-performance of duty by City Council.

Section 5. Election. At its first meeting, the Committee shall elect a Chairperson and Vice-Chairperson who shall serve at the pleasure of the Economic Development Committee. Thereafter, officers shall be elected pursuant to the SEDC Bylaws.

Section 6. Staff Support. The City Manager and City Planner shall serve as staff members and may propose and recommend items for consideration to the Committee.

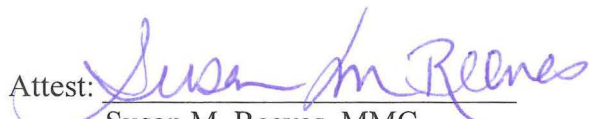
Section 7. Meetings and Rules. A majority of the Committee shall constitute a quorum. The Committee shall make recommendations to the City Council consistent with the laws of the State of Oregon, and with the Charter and ordinances for the City of Scappoose. The Committee shall meet at such times and places as may be fixed by the Committee, but no less than once each quarter. The Economic Development Committee shall at all times abide by the provisions of the Oregon Public Meeting Laws and the Economic Development Committee Bylaws (attachment A).

PASSES AND ADOPTED by the Scappoose City Council this 20th day of July, 2015, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan M. Reeves, MMC
City Recorder

Attachment A

City of Scappoose Economic Development Committee

BYLAWS

ARTICLE I – NAME

Scappoose Economic Development Committee

ARTICLE II – AUTHORIZATION

Established by resolution by the Scappoose City Council, Resolution No. 15-14, passed July 20, 2015.

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 Scappoose City Council. 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 background in economic 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 voting members.
- E.** Members of the SEDC will be appointed by the Scappoose City Council 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 two full subsequent terms; however, no more than two consecutive full terms may be served by any member.
- F.** An alternate to each member may be selected. 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, or their alternates, 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 recommended at a regular membership meeting or at a special meeting of the SEDC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of SEDC board members and is subject to the approval by City Council.

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 20th day of July, 2015.