



ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)

BYLAWS

Article I – NAME

The name of this organization shall be the Economic Development Advisory Council (EDAC).

Article II – PURPOSE

The purpose of the EDAC is to provide support and guidance to staff and advise the Manhattan Beach City Council on strategies to retain existing businesses and attract key new tenants. Both the Urban Land Institute's report issued in June of 2015 and the Downtown Specific Plan (to be released in 2016) are key strategic documents that will inform the actions of the EDAC.

The EDAC is an advisory board only. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

Article III – Membership

The EDAC shall consist of no fewer than seven (7) and no more than eleven (11) members appointed by the City Council. Membership in the EDAC is open to both residents and non-residents, however, non-residents must demonstrate that they are actively engaged in the business community in Manhattan Beach.

Section I – Selection of Members

The City of Manhattan Beach shall advertise and solicit applications to fill any vacant position that might occur. After the application period has closed, the Chair and two members of the EDAC shall review the applications with the sole purpose of making a recommendation for selection to the Mayor and members of the City Council with the Council making the final selection and appointments.

Initially, the Mayor and City Council shall appoint the Chair and members of the EDAC.

Section II – Term of Office

There will be a four-year term for members of the EDAC. Members may be re-nominated at the conclusion of their term.

Section III – Compensation

EDAC members shall receive no compensation.

Section IV – Removal

Members are expected to attend all meetings. When any member has three or more absences in a 12-month period, the EDAC shall alert the City Council for review and possible removal of the member.

Article IV – Meetings

Section I – Regular Meetings

Regular meetings of the Board shall be monthly as determined by the Board.

Section II – Special Meetings

Special meetings of the EDAC may be held at any time upon the call of the Chairman or by a majority of the voting members or the City Council following at least 48 hours notice to each member. The Chairman or a majority of the EDAC shall determine the time and place of the Special meeting.

Section III – Annual meeting

There shall be an annual meeting of the EDAC at the regular meeting in January of each year. NOTE: NOT SURE WHAT PURPOSE OF ANNUAL MEETING IS BUT IT COULD BE INTERESTING FOR STRATEGY.

Section IV – Quorum

A majority of the EDAC shall constitute a quorum. A quorum is necessary for action by the EDAC.

Section V – Voting

Each member shall have one vote.

Section VI – Meeting Procedures

Except as otherwise provided by these Bylaws or City Council Resolutions, the EDAC will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE V – OFFICERS

Officers of the EDAC shall be a Chairman, a Vice Chairman and a Secretary who shall serve at the pleasure of the EDAC. Term of office shall be for two years. Officers shall be nominated and elected by a simple majority vote once they are confirmed to serve on the EDAC.

Section I – Chairman

The Chairman shall preside over the meetings of the EDAC.

Section II – Vice-Chairman

During the absence, disability, or disqualification of the Chairman, the Vice Chairman shall perform all the duties and be subject to all the responsibilities of the Chairman. The Vice Chairman shall succeed the

Chairman if he/she vacates the office before the term expires. A new Vice Chairman shall be elected at the next regular meeting.

Section III – Secretary

The Secretary shall be responsible for the minutes of all actions of the EDAC.

ARTICLE VI – OFFICIAL DOCUMENTS

Section I – Minutes

Minutes of all meetings shall be prepared and maintained with the EDAC records. Copies shall be distributed to each EDAC member, City Council members and the City Clerk.

Section II – Distribution of Documents

Preparation and distribution of EDAC documents to the members, City Council and City Clerk shall be the responsibility of a designated employee as identified by the City Manager.

ARTICLE VII – CONDUCT OF MEMBERS

Section I – Personal

EDAC members shall make no personal commitment to speak on behalf of the EDAC without majority approval.

Section II – Conflict of Interest

Members of the EDAC shall abstain from participating in any matter to come before the EDAC in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the EDAC member shall remove himself/herself from discussion and abstain from voting. A Conflict of Interest Statement shall be filed with the City Clerk.

Article VIII – ASSISTANCE OF STAFF

The Economic Vitality Manager from the Management Services Department shall provide the EDAC with staff assistance. The EVM will attend meetings of the EDAC, submit reports as EDAC deems necessary, subject to limitations imposed by the City Council.

ARTICLE IX – AMENDMENTS

These bylaws as well as any operating procedures may be amended by simple majority of those voting at any legal meeting of the EDAC meeting subject to approval by the City Council.

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