

Economic Development Committee **Policies and Procedures**

Section 1. Creation of Committee. The City Council on March 15th, 2016 created an Economic Development Committee. The Committee shall consist of fifteen (15) members. The Student committee position shall be a non-voting member and shall be selected from members of the Beaumont Youth Council.

Section 2. Appointment and Qualifications of Committee Members. The City Council shall appoint the members of the Committee. Committee members shall be at least sixteen (16) years of age and shall consist of two (2) members of the City Council, the City Manager, an Economic Development staff member of the City as assigned by the City Manager, a Beaumont Chamber of Commerce Representative, a local developer/economic development representative, three (3) members preferably from the business community, a BUSD representative, a post- secondary education representative, two (2) community members, a Beaumont Youth Council member and a Rotating Member position for an industry expert. At the discretion of the City Council, Alternate Members may be selected and appointed as non-voting members.

There will be fourteen (14) voting members. Each member shall be allowed to send an alternate from their represented organization to fill in. The alternate will count toward the meeting quorum, but will not be considered a voting member.

Section 3. Excused/Unexcused Absences. Members who serve on the committee shall plan on attending all meetings. From time-to-time members may become ill or have an emergency that conflicts with the meeting day and time. If the member informs City Staff or the Chairperson of their absence for a related reason prior to the meeting start, the absence will be considered excused. All committee members will be allowed two (2) unexcused absences within a calendar year. In the event a committee member is absent, and an alternate attends on behalf of that member, the absence will not be considered unexcused. Any Committee member may be asked to resign or removed from the Committee after two unexcused absences.

Section 4. Vacancies. In the event of a vacant seat on the committee, the committee members shall have the authority to appoint a Council-appointed Alternate Member to an applicable vacant seat on the committee.

Section 5. Term and Tenure of Members. All members of the Committee shall be appointed for a term of two (2) years and shall serve at the pleasure of the City Council. Members shall serve without compensation. City Council may elect for the terms to be staggered.

Section 5. Powers and Duties. The Committee shall be advisory to the City Council. The Committee shall hold public meetings monthly at a date and time agreeable to members of the committee. In the event there is no Committee business to conduct, the meeting may be canceled. The Committee shall not utilize and/or expend City Staff or consultants time, without the prior approval and authorization by the City Council.

Section 6. Rules and Regulations. The Committee shall appoint a chair, who shall conduct Committee meetings and report quarterly to the City Council on Committee activities and recommendations. The Committee shall adopt such rules and regulations as are needed to conduct its meetings and shall comply with the Brown Act and other applicable laws.