

## Economic Development Committee Policies and procedures

**Section 1. Creation of Committee.** The City Council on March 15<sup>th</sup>, 2016 created an Economic Development Committee. The Committee shall consist of fifteen (15) members. The Student committee position shall be a non voting member.

**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) business community members, a BUSD/secondary education representative, a post secondary education representative, two non business community members, a Beaumont Unified High School student, and a Rotating Member position for an industry expert.

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

**Section 3. Excused/Unexcused Absences.** Members who serve of 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 of 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. 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 observance of summer, the committee schedule will not include a meeting in the month of July. 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.