

## **BYLAWS**

### **ROANOKE VALLEY – ALLEGHANY REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE**

#### **ARTICLE I – NAME AND AUTHORITY**

- Section 1                   The name of this organization shall be known as the Roanoke Valley – Alleghany Regional Comprehensive Economic Development Strategy Committee, hereinafter referred to as “COMMITTEE”.
- Section 2                   The COMMITTEE shall have the authority prescribed to it when created by the Roanoke Valley – Alleghany Regional Commission. Further, the COMMITTEE shall have authority necessary to carry out its purpose and objectives as delineated in Article II of these bylaws.

#### **ARTICLE II – PURPOSE AND OBJECTIVES**

- Section 1                   The purpose of the COMMITTEE is to develop, maintain, pursue implementation of and complete annual reporting requirements related to the Roanoke Valley - Alleghany Regional Comprehensive Economic Development Strategy document.
- Section 2                   The COMMITTEE shall be charged with the following objectives, which include, but are not limited to, the following:
- a. To support the ongoing economic development planning process in the Roanoke Valley – Alleghany Region, a region consisting of the Counties of Alleghany, Botetourt, Craig, and Roanoke; the Cities of Covington, Roanoke, and Salem; and the Towns of Clifton Forge and Vinton.
  - b. To prepare draft CEDS documents, CEDS annual reports, annual implementation schedules, and other documents to be sent to the US Economic Development Administration for review and approval by the Roanoke Valley – Alleghany Regional Commission.
  - c. To bring to the attention of the Roanoke Valley – Alleghany Regional Commission and the member localities of the

Commission various approaches to solving community and economic development related problems.

- d. To provide participating jurisdictions, organizations, and private sector entities with information on CEDS initiatives, relevant grant programs, and other related news.

## ARTICLE III – MEMBERSHIP

Section I                    The voting membership of the COMMITTEE shall not exceed 35 voting members. A simple majority (51%) of the members of the COMMITTEE must be private sector representatives.

- The voting membership of the COMMITTEE shall consist of:
- (A) one (1) elected official representative each from the Counties of Alleghany, Botetourt, Craig, Roanoke; the Cities of Covington, Roanoke, and Salem; and the Towns of Clifton Forge and Vinton.
  - (B) one (1) representative from the Western Virginia Workforce Development Board.
  - (C) one (1) representative from the Roanoke Regional Chamber of Commerce.
  - (D) one (1) representative from the Alleghany Highlands Chamber of Commerce.
  - (E) one (1) representative from the Roanoke Valley Economic Development Partnership.
  - (F) one (1) representative from a chapter of the National Association for the Advancement of Colored People.
  - (G) one (1) representative from a labor union in the region.
  - (H) one (1) representative from either community college in the region. This seat shall rotate between Dabney S. Lancaster Community College and Virginia Western Community College and shall have a one-year term.
  - (I) one (1) representative from either four-year higher education institution in the region. This seat shall rotate between Roanoke College and Hollins University and shall have a one-year term.
  - (J) a total of eighteen (18) private sector representatives. Each locality shall nominate two private sector representatives to represent that locality on the COMMITTEE. These private sector members must be a member of senior management or an executive holding a key decision-making position or that person's designee.

The chief administrative official from each locality shall also serve on the COMMITTEE as a technical advisor.

Section 2 COMMITTEE members may serve for a term of 3 years, and may serve an unlimited number of consecutive terms with the exception of those COMMITTEE members representing institutions of higher education which have terms of 1 year and must alternate terms with their counterpart institution. Any elected official representative who is not re-elected or otherwise vacates their position in their local government must vacate their position on the COMMITTEE, at which time the respective local government will appoint a replacement for the elected official who vacates the office.

Section 3 If a non-elected member fails to attend or fails to send an alternate to half of the scheduled meetings in any given fiscal year, the member's seat on the committee will be vacated and an ad-hoc nominating committee will convene to choose a replacement for that member. If an elected member fails to attend or send an alternate to half of the scheduled meetings in a fiscal year, a letter will be sent to the governing body of the locality notifying that body of the absences. Any member failing to attend or to send an alternate to at least half of the scheduled meetings in any given fiscal year will no longer be in good standing with the COMMITTEE.

Section 4 The COMMITTEE may invite non-voting members from interested organizations to participate in COMMITTEE meetings. The non-voting members representing the interested organizations shall be appointed by their respective organizations.

#### ARTICLE IV – OFFICERS AND ELECTIONS

Section 1 The officers of the COMMITTEE shall include a chair and a vice-chair who shall be elected from the membership of the COMMITTEE and shall serve for a two-year term or until their successors are elected and shall be eligible for re-election.

Section 2 The chair shall preside over the COMMITTEE meetings.

Section 3 The vice-chair shall assume the responsibilities of the chair in the absence of the chair.

Section 4 The election of officers shall be held at the June meeting of every year whenever elections are necessitated by the expiration of terms and those members elected to office shall assume their duties at the conclusion of the meeting.

Section 5 One meeting prior to the election, the chair shall appoint a nominating committee of at least three members. The nominating committee shall mail to each COMMITTEE member the name(s) of nominee(s) for the offices of chair and vice-chair one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time elections are held.

Section 6 The secretary of the COMMITTEE shall be a member of the staff of the Roanoke Valley – Alleghany Regional Commission.

## ARTICLE V – MEETINGS

Section 1 The COMMITTEE shall make a special meeting schedule in years when a complete CEDS document must be developed and/or revised. CEDS documents must be completely revised on a 5-year schedule. The COMMITTEE shall meet on a quarterly basis in years when the COMMITTEE’s focus is on monitoring and implementation. A full meeting schedule for the year shall be produced and placed on the Roanoke Valley – Alleghany Regional Commission website at the beginning of each fiscal year in July. Special meetings may be held at other times if the Chair deems it necessary. The secretary will announce meetings at least one month in advance of a planned meeting and distribute agenda at least one week in advance. Meeting agendas and minutes shall also be posted on the COMMITTEE website <http://www.rvarceds.org/>.

Section 2 Members in attendance representing a majority of the member governments participating in the CEDS process shall constitute a quorum.

Section 3 The secretary will prepare and maintain a permanent written record of all COMMITTEE proceedings and shall transmit a copy of minutes to all COMMITTEE members upon their completion.

Section 4 The agenda for each COMMITTEE meeting shall be prepared jointly between the chair and the secretary. All items desired by members or necessary for inclusion on the agenda shall be submitted not less than ten (10) days prior to the meeting date.

## ARTICLE VI – STANDING SUBCOMMITTEES

Section 1 The COMMITTEE may establish an “Executive Subcommittee” for the purpose of discussing, evaluating, preparing and recommending actions and/or priorities concerning routine

COMMITTEE functions, such as but not limited: Comprehensive Economic Development Strategy development, CEDS monitoring, economic development planning issues, and/or new opportunities that may arise between regularly scheduled CEDS meetings.

Section 2                   The COMMITTEE may establish other standing and special subcommittees as far as it deems necessary and shall determine the instructions for, and method of appointing members to each subcommittee. The COMMITTEE chair shall fill vacancies in subcommittees.

Section 3                   All appointments to standing subcommittees shall be for a term of 3 years concurrent with the terms of the officers in the COMMITTEE.

#### ARTICLE VII – AMENDMENT

Section 1                   These bylaws may be amended by a simple majority vote of the Roanoke Valley – Alleghany Regional Commission after approval by motion by the COMMITTEE to forward proposed changes to the Commission. Proposed changes in the bylaws shall be transmitted to each Commissioner and each COMMITTEE member seven (7) days prior to the meeting when the potential action is scheduled to be considered.

#### ARTICLE VIII – EFFECTIVE DATE

Section 1                   These bylaws shall become effective on January 1, 2008.

Section 2                   Amendments to the COMMITTEE bylaws shall become effective immediately upon ratification by the COMMITTEE.