



BYLAWS

ACCOMACK-NORTHAMPTON ECONOMIC DEVELOPMENT COMMITTEE

ARTICLE I – NAME AND AUTHORITY

- Section 1 The name of this organization shall be known as the Accomack-Northampton Economic Development Committee, hereinafter referred to as the “COMMITTEE.”
- Section 2 The COMMITTEE shall have the authority prescribed to it when created by the Accomack-Northampton Planning District Commission (A-NPDC). Further, the COMMITTEE shall have the 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 comprehensive regional economic development planning.
- Section 2 The COMMITTEE shall be charged with the following objectives, which include, but are not limited to:
- a. Support the ongoing economic development planning process on the Eastern Shore, a region consisting of the Counties of Accomack and Northampton.
 - b. Prepare annual reports, implementation schedules, and other documents related to comprehensive regional economic development planning for review and approval by the A-NPDC and submission to funding agencies.
 - c. Bring to the attention of the A-NPDC and its member localities various approaches to solving community and economic development related problems.
 - d. Provide participating jurisdictions, organizations, and private sector entities with information on comprehensive regional economic development initiatives, relevant grant programs, and other related news.

ARTICLE III – MEMBERSHIP

Section 1 The membership of the COMMITTEE shall represent the main economic interests of the region and the COMMITTEE shall not exceed 25 voting members.

The voting members of the COMMITTEE shall consist of:

- a. Two (2) representatives from the A-NPDC, one from each county.
- b. One (1) representative appointed by the Town of Chincoteague.
- c. One (1) representatives from NASA.
- d. One (1) representative from the Wallops Island Regional Alliance or other similar organization.
- e. One (1) representative from the Eastern Shore Community College.
- f. One (1) representative from the Accomack County Economic Development Authority.
- g. One (1) representative from the Northampton County Joint Industrial Development Authority.
- h. One (1) representative from the agribusiness and food processing sector (public or private).
- i. One (1) representative from the arts, entertainment, & recreation sector (public or private).
- j. One (1) representative from the foundational and entrepreneur sector (public or private).
- k. A total of fourteen (14) private sector representatives. Nine (9) representatives from Accomack County; four (4) representatives from Northampton County; and one (1) representative from the Town of Chincoteague. The representatives should be members of senior management or an executive or administrator holding a key decision-making position or that person's designee.

Section 2 The non-voting, technical advisors of the COMMITTEE shall consist of:

- a. The chief administrative official from each locality.
- b. The elected officials from the Virginia General Assembly.
- c. The Executive Director of the A-NPDC.
- d. Town Managers from incorporated towns may also elect to be technical advisors.

Section 3 COMMITTEE members may serve for a term of three (3) years and may serve an unlimited number of consecutive terms.

Section 4 Any elected official representative who is not re-elected or otherwise vacates their position in the local government must vacate their position on the COMMITTEE.

If an elected or appointed 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.

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.

All members must establish an official alternate if they will not be able to attend scheduled meetings. 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 5 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 mid-year 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 (3) members. The nominating committee shall convey 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 the Executive Director of the A-NPDC or his or her designee.

ARTICLE V – MEETINGS

- Section 1 The COMMITTEE shall meet on a semi-annual basis in years when the focus is on monitoring and implementing the comprehensive regional economic plan. The COMMITTEE shall make a special meeting schedule in years when a complete plan must be developed and/or revised (usually every 5 years). Special meetings may be held at other times if the Chair deems it necessary.
- A full meeting schedule for the year shall be produced and placed on the A-NPDC website at the beginning of each fiscal year. The Secretary will announce meetings at least two weeks in advance of a planned meeting and distribute the agenda at least one week in advance. Meeting agendas and minutes shall also be posted on the A-NPDC website.
- Section 2 Thirty-three percent (33%) of the voting membership in attendance (9 of 25) 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 the 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 and/or new opportunities that may arise between regularly scheduled 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 appointment to standing subcommittees shall be for a term of two (2) years.

ARTICLE VII – AMENDMENT

Section 1 These bylaws may be amended by a quorum vote of the COMMITTEE. Proposed changes in the bylaws shall be transmitted to 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 October 18, 2010. The revised bylaws became effective on December 8, 2016.

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

*Adopted as revised
December 8, 2016*