

Town of Concrete Economic Development Commission
45672 Main Street
P.O. Box 39
Concrete, WA 98237
360.853.8401
info@concretewa.gov

Town of Concrete
Economic Development Commission

Workshop
Agenda

June 8, 2022- 6 p.m.

**Economic
Development
Commission Members**

Eric Archuletta

Karla Massingale

Dinah Kinney

Anne Bussiere

VACANT

VACANT

Lynette Gentry

Town Council Liaison

Jeremy Akers

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Old Business
 - i. Silo Park and Dog Park Updates
5. New Business
 - i. Review Updated Bylaws –
Recommendation to Council – No Vote,
Just Consensus – Will Vote on 7/13
 - ii. Guest Speaker
6. Announcements - Next Meeting Date July 13 6pm
7. Adjournment

CONCRETE ECONOMIC DEVELOPMENT COMMISSION

BY-LAWS

GENERAL RULES AND PROCEDURES

These By-Laws establish the rules and procedures under which the Concrete Economic Development Commission (CEDC or Commission) executes those duties and functions set forth in Concrete Town Ordinance 754 and as amended by Ordinance 842 – The Town of Concrete Economic Development Commission Ordinance.

A. NAME

1. The name of the organization shall be the CONCRETE ECONOMIC DEVELOPMENT COMMISSION (CEDC).

B. PURPOSE

1. The purpose of the Commission is to further the economic development of the Town of Concrete and promote job creation and business support opportunities in the area by working within the context of the most recently adopted Town of Concrete economic development plan.

C. MEMBERSHIP

1. The Commission shall consist of five (5) members appointed by the mayor and approved by the Town Council as prescribed in CMC 2.20.010 as adopted by the Town of Concrete Economic Development Commission Ordinance 754 and amended by Ordinance 842.
2. Composition of the Commission:
 - a. All members of the commission must have demonstrated an interest and competence in Economic Development, and possess qualities of impartiality, broad judgment, critical thought, and a positive attitude.
 - b. The commission shall be composed of business owners, interested Concrete citizens, citizens of the greater Concrete area, or other individual(s) appointed by the mayor and approved by the Town Council.
3. Member Terms:
 - a. Initial appointments shall be made for two and-three-year terms. Each position shall be numbered with even numbered positions expiring on December 31 of even numbered years and odd numbered positions expiring on December 31 of odd numbered years. Mayoral appointments shall fill vacancies. The Commission shall actively seek applicants for vacancies and expired terms.

D. ATTENDANCE OF MEMBERS

1. All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings are missed without good cause as determined by the commission, resignation shall be encouraged.

E. QUORUM

1. A quorum is a simple majority of the five members eligible to vote at a meeting. Should there be fewer than five members on the commission at any given time, a quorum of the remaining active members shall be required. A quorum is necessary to transact any official business.

F. OFFICERS AND STAFF

1. The officers of this organization shall be Chairman and Chairman Pro Tem. A Secretary shall be included as a staff position but shall not be considered part of the five commissioners. Officers beyond these mentioned are not a functional need of the commission. Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by a majority vote.
 - a. All officers shall perform their duties as prescribed by these by-laws and by parliamentary authority adopted by the organization and approved by the Town Council.
 - b. The election for Chairman and Chairman Pro-Tem shall be held at the first official meeting of the commission. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election and ending December 31 of each year.
 - c. The Chairman shall preside over all regularly scheduled and all special or called meetings of the Commission. The chairman shall appoint members to specific task forces (ad-hoc) committees, whose term shall end when the task is completed. All tasks presented to a committee shall be executed in a timely manner.
 - d. The Chairman Pro Tem assumes the duties of the Chairman in the absence of the Chairman. In the absence of the Chairman, the Chairman Pro Tem will have the same powers and duties as those of the Chairman.
 - e. The Chairman shall assure that the minutes of all commission meetings are taken or recorded and provided to the appropriate persons.
 - f. Commission and professional staff assistance shall be provided by the Town Clerk and Town Planner, and additional assistance and information to be provided by other town departments as directed by the Mayor, as may be necessary to aid the commission in carrying out its duties and responsibilities as prescribed in Section G.
 - g. The Town Clerk shall act as secretary. The secretary shall distribute information to members including minutes, information pertinent to tasks at hand, and all current and updated materials that members are in need of in order to carry out their tasks. Also, the secretary shall act

as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting.

G. POWERS AND DUTIES

1. The Economic Development Commission is charged with conducting research regarding the economic conditions and trends in the Town, and to make recommendations to appropriate Town officials regarding action to improve the Town's economic condition and development.
 - a. The Economic Development Commission will serve as an advisory group to help implement the Town of Concrete's Economic Development Plan, provide advice and guidance to the mayor and Town Council on economic development initiatives, and work to support efforts related to ongoing project goals contained in the economic development plan.
 - b. The CEDC will form subcommittees or focus groups as approved by the Town Council that are deemed useful with respect to the economic development plan, as well as important to the mayor and Town Council.
 - c. The CEDC chairperson will recommend members and/or others to subcommittees or focus groups and said members shall be appointed by the Mayor and approved by the Town Council. Each subcommittee shall be chaired by a CEDC member or a liaison. In seeking subcommittee members, the CEDC will strive to find members that have related expertise, experience or interest relating to the primary mission of the subcommittee.
 - d. The CEDC, with Town Staff assistance and review may prepare, print and distribute surveys, questionnaires, brochures, books, maps, charts, and pamphlets that will further its official purposes.

H. MEETINGS

1. The regularly scheduled meeting of this Commission shall be held quarterly, at Concrete Town Hall, as approved by the majority of the commission members unless otherwise directed by the Chairman or a commission vote in compliance with Chapter 42-30 RCW, Open Public Meeting Act, to provide for adequate public participation and adopt standards to guide this action. All meetings shall start on time and shall be executed expeditiously by the Chairman.
2. Special meetings may be called by the Chairman. The purpose of the meeting will be stated in the call and included in any official notice or publication. Except in emergencies, at least three (3) days' notice shall be given.
3. Parliamentary authority of the meetings shall be the current edition of *Robert's Rules of Order Newly Revised*.
4. Matters referred to the Commission by the Town Council shall be placed on the calendar for consideration and action at the first regular meeting of the Commission after such reference, provided that an appropriate amount of time is allowed for public notice if required by law.

5. Procedures for conducting regular meetings.

a. Pre-Meeting

- i. Regular meetings will be held quarterly unless scheduled otherwise. If a meeting date falls on an official holiday, the meeting may be changed to a time and place as determined by the CEDC at the preceding meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
- ii. If there are no agenda items, the Chair may cancel the regular meeting after giving all CEDC members and the public 24 hours advance notice. However, if a majority of CEDC members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
- iii. Special meetings may be called by the Chair or by a majority of the CEDC members. Commission members and the public will be given at least 24 hours advance notice of the time and place of such meetings. Notice to members and participation in the meeting shall be allowed to be made by telephone.
- iv. All regular and special meetings will be open to the public and the date, location, and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW) The agenda for regularly scheduled meetings shall be posted 48 hours prior to the regularly scheduled meetings.
- v. The order of agenda items will be determined by their order of receipt.

b. Regular Order of Business for Meetings

- i. Business will be conducted under *Robert's Rules of Order*. All issues will be decided by simple majority vote except recommendations for amendments to the By-Laws, which will require a vote of 75% of the membership. Amendments to the By-Laws shall be binding only by Town Council approval.
- ii. A quorum is a simple majority of the five members eligible to vote at a meeting. Should there be fewer than five members on the commission at any given time, a quorum of the remaining active members shall be required. Meetings without a quorum will be recessed to the next earliest possible date.
- iii. Minutes will be taken during all CEDC proceedings. Additionally, the meetings may be taped to further clarify the minutes.
- iv. The regular order of business shall be as follows:
 - (a) Call to order.
 - (b) Roll call.
 - (c) Approval of minutes.
 - (d) Unfinished business.
 - (e) New business.
 - (f) Other business.
 - (g) Adjournment.

I. Communication with Mayor and Town Council

1. Any recommendation or concern the Commission may have regarding economic development is to be directed to the Town Council.
2. Any report or recommendation made in response to a specific request from the Town Council shall be made directly to the council, unless otherwise directed by the council.

J. AMENDING BY-LAWS

1. These by-laws may be recommended for amendment at any regularly scheduled meeting of the Concrete Economic Development Commission by a 75% vote of the attending membership, provided the recommendation has been submitted in writing. All recommendations will be submitted to Town Council for final approval and shall not be binding until approved the Town Council.

Approved by the Town of Concrete Town Council this _____ day of June, 2022.

Mayor, Town of Concrete

Attest:

Clerk Treasurer, Town of Concrete