



BY-LAWS OF THE GASTON COUNTY ECONOMIC DEVELOPMENT COMMISSION

Article 1. General Rules

The Economic Development Commission will operate as an administrative agency of the Gaston County Commissioners within the framework of the following limitations:

- A. Provisions set forth in our Constitution; and,
- B. Rules and laws passed by the County Commissioners

Article 2. Officers and Duties

- A. *Elections of Officers* – The Economic Development Commission shall organize and elect a Chairman, Vice Chairman and Treasurer annually at the regular meeting in the month of January. A staff member will perform the duties of Secretary. After any change of Officers, the Clerk to the Board of Commissioners will be notified.
- B. *Chairman* – The Chairman shall preside at all meetings and public hearings of the Economic Development Commission, shall decide on all matters of order and procedure using Robert's Rules of Order; and shall appoint any committees found necessary to investigate any matters before the Economic Development Commission or to perform any of its duties. After any change of Chairman, the Clerk to the Board of Commissioners will be notified.
- C. *Vice-Chairman* – The Vice-chairman shall assume the duties of the Chairman in his absence.
- D. *2nd Vice-Chairman* – The 2nd Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman and the Vice-Chairman.
- E. *Treasurer* – The County Manager will serve as Treasurer.
- F. *Secretary* – The Secretary shall keep the Minutes of the Economic Development Commission, shall send out notices of regular meetings of the Economic Development Commission in advance of the meetings, shall give 48 hours' phone notice of special meetings, carry-on routine correspondence and maintain the files of the EDC.

Article 3. Meetings

All meetings are subject to the open meetings laws. In adhering to the open meetings laws, the news media/sunshine list must be provided with written notice 48 hours in advance of any meeting.

- A. *Regular Meetings* – Regular meetings of the EDC shall be held on the 2nd Tuesday of every other month at 12:00 Noon (bi-monthly meetings). The meeting location will be announced when the monthly notices are sent out. The Chairman may change meeting times and locations as needed.
- B. *Special Meetings* – Special meetings of the EDC may be called at any time by the Chairman, provided that at least 48 hours' notice is given to each member.
- C. *Quorum* – A quorum shall consist of four (4) members.
- D. *Conduct of Meetings* – All meetings shall be open to the public. The news media will be provided with written notice 48 hours in advance of the meeting.
- E. *Change of By-Laws* – No change shall be made to the by-laws of the EDC without the affirmative vote of four members of the EDC.
- F. *Vote* – Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to decide matters before the EDC, provided a quorum is present.
- G. *Cancellation of Meetings* – Whenever there is no business for the EDC, the Chairman may dispense with a regular meeting by giving notice to all members not less than 48 hours prior to the time set for the meeting.
- H. *Attendance* – Attendance will be recorded cumulatively for the calendar year, and shall be reported to the Clerk to the Board of Commissioners on the approved form within one (1) week of each board/committee or related sub-committee meeting. With the exception of medical reasons, any member of a BOC appointed Board may be removed from office if he/she:
 - 1. Is absent from three (3) consecutive advisory board meetings
 - 2. Has less than a 60% annual attendance at advisory board meetings

Article 4. Appointments

Members shall be appointed to staggered three-year terms. In the case of resignation, death or termination of membership on the EDC, the appointee's County Commissioner shall have the responsibility to appoint an individual to fill the unexpired term. Changes in appointments made by other appointed agencies/authorities should be reported to the Clerk to the Board of Commissioners immediately after receiving notification from the other appointing authority. Each entity with appointments as named below is required to make annual contributions in the amounts set forth below to the Economic Development Commission budget in order to maintain voting rights in the Economic Development Commission.

- A. The EDC shall be composed of one (1) appointee from each township, except for Gastonia, which will have two appointees.

- B. The Gaston County representative to the Gaston County School System will be an ex-officio member to the EDC in a non-voting capacity.
- C. A representative from the City Council of Gastonia will serve as a member in a non-voting capacity.
- D. Three (3) seats shall be nominated by the Greater Gaston Development Corporation (GGDC) appointed ex-officio by the Board of Commissioners; provided, that these appointments shall be considered non-voting until such time as the GGDC has contributed a minimum of \$150,000.00 to the Economic Development Commission budget, at which time the three (3) GGDC seats will be certified by the Board of Commissioners to be voting appointments.
- E. One (1) seat to be appointed ex-officio by the Chairperson or his/her designee of the Gaston County Board of Commissioners with full voting privileges.
- F. County Employees shall serve in an advisory/non-voting capacity on any board to which they have been appointed by the Board of Commissioners, unless specifically exempted by the Board of Commissioners.
- G. One (1) seat to be appointed ex-officio from the Gaston County Travel and Tourism Advisory Board with full voting privileges.

Article 5. Records

- A. The Secretary shall maintain files of all studies, plans, reports and recommendations made by the EDC in the discharge of its duties and responsibilities.
- B. All minutes of the EDC shall be public records.

Certification

I, Donna S. Buff, Clerk to the Gaston County Board of Commissioners, do hereby certify that the above is a true and accurate copy of the Economic Development Commission By-laws as adopted by the Board of Commissioners on January 28, 2020.

Donna S. Buff, Clerk

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