

**BYLAWS  
OF  
HERTFORD COUNTY  
ECONOMIC DEVELOPMENT ADVISORY BOARD**

**ARTICLE I**

**STATEMENT OF PURPOSE AND OBJECTIVES**

1. The purpose of the Hertford County Economic Development Advisory Board is to function in an advisory capacity to the Hertford County Board of Commissioners to encourage and assist in the development and expansion of businesses in Hertford County that will increase the Tax Base of Hertford County and create additional quality job opportunities for the residents of Hertford County.
2. Specific objectives of the Hertford County Economic Development Advisory Board are:
  - Prepare Hertford County and its municipalities to compete effectively for economic development projects.
  - Market Hertford County's assets to potential economic development prospects and allies.
  - Assist in developing planning necessary to attract new business and industry to Hertford County

**ARTICLE II**

**MEMBERS OF THE ECONOMIC DEVELOPMENT ADVISORY BOARD**

1. The Hertford County Economic Development Advisory Board shall consist of nine (9) members who shall be appointed by the Hertford County Board of Commissioners. Members shall serve a term of three (3) years, with three (3) members appointed annually.
2. Each member shall take office at the Regular Meeting of the Economic Development Advisory Board in January of each calendar year following the date of the member's appointment. Appointees for mid-term vacancies shall take office immediately upon appointment, and shall serve the remainder of the unexpired term of the member being replaced.
3. Each member appointed to the Economic Development Advisory Board is expected to attend and participate in all meetings. Termination of membership may result if any member misses three (3) unexcused consecutive meetings in a calendar year. The Hertford County Board of Commissioners may remove any member of the Economic Development Advisory Board with cause.

4. Members of the Hertford County Economic Development Advisory Board may resign by submitting their resignation in writing to the Economic Development Advisory Board Chair and the Executive Director. The Hertford County Board of Commissioners shall be notified of all resignations and a request will be made to fill the unexpired term of the member. Filling an unexpired term does not count towards the number of terms a member has served.
5. Members of the Economic Development Advisory Board, and staff, shall not participate in any Economic Development Advisory Board decision process in which they or any member of their immediate family have a direct or indirect financial or political interest.

### **ARTICLE III**

#### **OFFICERS**

1. The Officers of the Hertford County Economic Development Advisory Board shall consist of a Chair and Vice-Chair, all whom shall be elected annually by the membership of the Economic Development Advisory Board. The Executive Director shall serve as Secretary and Technical Advisor to the Board.
2. The Chair shall preside at all regular and special meetings of the Hertford County Economic Development Advisory Board at which they are present. The Chair shall do and perform other duties and have such authority as from time to time may be assigned by the Economic Development Advisory Board. Additionally, the Chair shall appoint various committees as may be necessary.
3. The Vice-Chair shall preside at all regular and special meetings in the absence of the Chair and shall perform all duties of the Chair during any incapacity of the Chair. The Vice-Chair shall do and perform other duties and have such authority as from time to time may be assigned by the Economic Development Advisory Board.
4. The Economic Development Executive Director and/or Staff shall serve as Secretary to the Economic Development Advisory Board. The Secretary shall keep all minutes, documents and records of the Economic Development Advisory Board and shall see that all notices are duly given in accordance with these Bylaws and North Carolina Open Meetings Law Requirements.

### **ARTICLE IV**

#### **MEETINGS**

1. The Hertford County Economic Development Advisory Board shall meet at least once every three (3) months, or more often if needed. All regular meetings shall be held on the last Wednesday of the month at 1:00 PM at a location agreed upon by the members

of the Economic Development Advisory Board. All meetings shall be conducted in accordance with Robert's Rules of Order and the North Carolina Open Meetings Law.

2. A Special Meeting may be called by the Chair or a majority of the members of the Economic Development Advisory Board at any time by giving notice not less than 48 hours prior to the time set for the meeting. The Notice shall state the purpose for which the meeting is called. Notification of Special Meetings may be by telephone or email.
3. Whenever there is no business for the Hertford County Economic Development Advisory Board, the Chair may cancel the regular meeting by giving notice to all members not less than 48 hours prior to the time set for the meeting.
4. A quorum at any meeting shall consist of five (5) members and it shall be necessary to have the concurrence of a majority of said quorum to approve any action by the Economic Development Advisory Board.
5. Members of the Economic Development Advisory Board shall receive twenty-five (\$25) per diem for attendance at each meeting.

#### **ARTICLE V**

#### **REPORTING**

The Hertford County Economic Development Advisory Board shall prepare an Annual Report each year summarizing its activities for the year in which the report is provided and goals and objectives for the upcoming year. The Annual Report shall be presented to the Hertford County Board of Commissioners during the first quarter of the year following annual report year. The Annual Report shall be presented by the Chair, or in the absence of the Chair, the report may be made by the Executive Director.

#### **ARTICLE VI**

#### **CONFIDENTIALITY**

All members of the Hertford County Economic Development Advisory Board shall be required to sign and honor a confidentiality agreement.

#### **ARTICLE VII**

#### **BYLAWS**

These Bylaws may only be amended by the Hertford County Board of Commissioners; however, a recommendation of the Economic Development Advisory Board may be presented to the

Hertford County Board of Commissioners for consideration and subsequent approval by the Board of Commissioners.