

# **SAN BENITO COUNTY**



## **BY-LAWS**

### **Procedures for the Transaction of Business**

#### **For**

### **Economic Advisory Committee (EAC)**

**I. Name**

The name of the Committee shall be the Economic Advisory Committee (EAC).

**II. Mission**

To promote a greater understanding of economic opportunities in San Benito County through collaboration.

**III. Purpose:**

By working with our countywide and regional partners, advise the San Benito County Board of Supervisors on a variety of topics and recommended initiatives related to economic opportunities, assemble industry experts and community members who can provide input, and be a convener and advocate for our existing and future businesses and economic infrastructure.

**IV. Duties**

The duties of the EAC will meet monthly and strive to:

- A. Promotes greater public understanding and acceptance of Economic opportunities.
- B. Work in a coordinated fashion, respecting all points of view.
- C. Strive to increase the involvement of the business community in workforce and economic activities.
- D. Consider Economic Priorities that are reviewed with the Board of Supervisors annually.
- E. Advise the BOS and other public agencies as directed and recommend funding for economic priorities initiatives.
- F. Assist in the development and implementation of the Comprehensive Economic Development Strategy.
- G. Convene countywide and regional economic opportunities.
- H. Active Participation in countywide economic initiatives.
- I. Work with assigned county staff as determined by the Board of Supervisors.
- J. Serve as economic opportunity ambassador for San Benito County.

**V. Attendance**

The Committee shall set a regular day and time to meet monthly. The Chair can set more meetings. A voting member who cannot attend a meeting must notify the designated staff and arrange an alternate to attend. If a voting representative misses three (3) consecutive meetings without a valid excuse, their position will be considered abandoned, and the role will be reposted to find a suitable replacement.

**VI. Appointments**

The Economic Advisory Committee shall include voting members representing the following seats, and each member shall have a designated alternate from their respective organization:

1. Two (Elected) representatives of the San Benito County Board of Supervisors
2. Two (Elected) representatives, one from each of the incorporated cities
3. Up to seven (7) representatives composed of representatives from community providers, including retail, agriculture, education, healthcare, non-profit, manufacturing and tourism, economic development, and transportation. Each Voting member shall have an alternate appointed by their respective organization and a list shall be provided to the Executive Secretary
4. Chair and Vice-Chair of the committee are the two Boards of Supervisors selected by the voting members to those respective positions. The Elected members select the seven (7) representatives from the community for their terms as appropriate. If a tiebreaker is required, the workforce development president shall serve as the tiebreaker. The terms limits shall be two-year appointment terms, which can be renewed.

**VII. Committee Organization**

- A. The Committee shall set a regular day and time to meet monthly. More meetings can be set by the committee.
- B. A quorum shall be a majority of the voting committee members.
- C. A majority of votes is defined as a simple majority if a quorum is present.
- D. Generally accepted practices or principles for meetings shall govern the Committee's proceedings.
- E. The Brown Act Laws for Open Public Meetings, Government Code Section 54950.5 governs the Committees' actions.
- F. The Chair shall preside over all meetings.

**VIII. Responsibilities of the Committee (voting members)**

- A. Appoint sub-committees (either special or on-going),
- B. Appoint acting Chair in the absence of both Chair and Vice-Chair.
- C. Submit recommendations to the Board of Supervisors.
- D. Establish goals and action plan to achieve assigned duties, and
- E. Fill vacancies as appointed by the Chair.

**IX. Amendments to these By-laws**

- A. Changes in these By-laws must be approved by a majority vote of the Committee and then ratified by the Board of Supervisors.
- B. Rules of Order:
  - a. All meetings will be governed by the Brown Act.

**X. Conflict of Interest**

Suppose a conflict of interest exists; a recusal is warranted due to a conflict of interest. That member should inform the Chairperson and state that they will not participate in that agenda item.

**XI. Severability**

If any portion of these by-laws is invalid, the remaining amount shall stand.