

# The Irrigon Community Economic Development Committee

July 14, 2009

6:00 PM

## Irrigon Community Economic Development Committee Bylaws

- I. Name – The name of the organization/agency/group shall be the Irrigon Community Economic Development Committee
- II. Board of Directors – The Board of Directors shall serve without pay and consist of 3 members. Eligibility is only the ability to attend each monthly meeting and perform the tasks asked of the members. Board members shall serve a term of one year, with the chair serving two years with no limit on the number of years they can serve in office.
- III. Officers – The officers of the board shall consist of a chairman, a vice chairman, and secretary, nominated by the board and appointed by Irrigon City Council.
  - (a) The Chair shall preside at all Board meetings, nominate committee members and perform other duties as associated with the office.
  - (b) The Vice-Chair shall assume the duties of the Chair in case of the chair's absence.
  - (c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all.
- IV. Committees – The Board may appoint standing and ad hoc committees as needed.
- V. Meetings – Regular meetings shall be held on the 2<sup>nd</sup> Tuesday of every month at 6:00 PM to 7:00 PM. Special meetings may be held at any time when called for by the Chair or a majority of the Board members.
- VI. Voting –
  - (a) A majority of board members constitutes a quorum.
  - (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
  - (c) Agendas shall be provided at least 2 days in advance. Agendas shall be made up by the Chairman.

- VII. Conflict of Interest – Any member of the board who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.
- VIII. Fiscal Policies – The fiscal year of the board shall be January 1 through December 31.
- IX. Amendments – These bylaws may be amended by a two-thirds vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.