

BYLAWS
ECONOMIC DEVELOPMENT COMMISSION
CITY OF CHANHASSEN

The following bylaws are adopted by the Economic Development Commission to facilitate the performance of its duties and the exercising of its functions as a commission established by the City Council on June 10, 2019.

SECTION 1 - DUTIES AND RESPONSIBILITIES – ECONOMIC DEVELOPMENT COMMISSION:

1.1

The Economic Development Commission shall serve as an advisory body to the City Council with the responsibility of researching, reviewing, and making recommendations on issues related to economic development. The Economic Development Commission will review ways in which the city can expand existing businesses, attract desirable new business, and revitalize existing businesses and the community as a whole. All final decisions are to be made by the City Council.

1.2

The Economic Development Commission shall prepare an annual report for the City Council detailing the community development activities of the past year. The report will also provide a summary of residential and commercial construction activities and outline the progress that has been made toward achieving the goals of all strategic plans.

1.3

The Economic Development Commission shall review the Comprehensive Plan and have an understanding of the impacts the Comprehensive Plan has on economic development and commercial/industrial land uses. In addition the Economic Development Commission will review zoning ordinance changes that could impact businesses (commercial, industrial, and mixed-use districts) and all other studies that have an impact on local businesses.

1.4

The Economic Development Commission shall review fee policies as they relate to businesses.

1.5

The Economic Development Commission shall review and consider new or revised approaches to the city's Economic Development policy.

1.6

The Economic Development Commission will review TIF and Tax Abatement applications approved by city council.

1.7

The Economic Development Commission shall review grant applications approved by city council and provide support where needed.

1.8

The City Council at its discretion will set agenda items and goals as deemed necessary by the City Council.

SECTION 2 - MEETINGS:

2.1 - Time

Regular meetings of the Economic Development Commission shall be held on the second Tuesday of each month at 7:00 p.m. at the City Council Chambers, 7700 Market Boulevard, unless otherwise directed by the Chairperson, in which case at least 24 hours' notice will be given to all members. All unfinished business will be carried over to the next regular Economic Development Commission meeting.

When the regular meeting day falls on a legal holiday, there shall be no Economic Development Commission meeting.

2.2 - Special Meetings

Special meetings shall be held upon a call by the Chairperson or any other member with the concurrence of two other members of the Economic Development Commission, and with at least 48 hours of notice to all members. Notice of all special meetings shall also be posted on the official city bulletin board.

2.3 - Attendance

Economic Development Commission members shall attend not less than seventy-five (75%) percent of all regular and special meetings held during a given (calendar) year, and shall not be absent from three (3) consecutive meetings. Failure to meet this minimum attendance requirement will result in removal from the Economic Development Commission.

SECTION 3 - COMMISSION COMPOSITION, TERMS AND VACANCIES:

3.1 - Composition

The Economic Development Commission shall consist of five (5) voting members. Five (5) members shall be appointed by the City Council and may be removed by the City Council. All members of the Economic Development Commission will have resided or owned a business a minimum of two years in the City of Chanhassen.

3.2 - Terms and Vacancies

The City Council shall appoint five (5) members for staggered terms of two (2) 3-year terms and three (3) 2-year terms expiring on March 31 of each year. Vacancies during the term shall be filled by the City Council for the unexpired portion of the term. All members shall serve without compensation.

3.3 - Quorum

Three Economic Development Commission members shall constitute a quorum for the transaction of business. Whenever a quorum is not present, no final or official action shall be taken at such meeting.

3.4 - City Council Liaison

The Mayor or his/her City Council designee shall act as Liaison and attend all Economic Development Commission meetings when possible. The City Council Liaison will not have voting rights.

SECTION 4 - ORGANIZATION:

4.1 –Election of Officers

At the first meeting in April of each year, the Economic Development Commission shall hold an organizational meeting. At this meeting, the commission shall elect from its membership a Chairperson and Vice-Chairperson. Each member shall cast its vote for the member he wishes to be chosen for Chairperson. If no one receives a majority, voting shall continue until one member receives the majority support. Vice-Chairperson shall be elected from the remaining numbers of the same proceeding.

4.2 - Duties of the Chairperson and Vice-Chairperson

The Chairperson or in his absence, the Vice-Chairperson, shall preside at meetings and perform other such duties as ordered by the Economic Development Commission. The Chairperson shall conduct the meeting so as to keep it moving rapidly and as efficiently as possible and shall remind members, witnesses and others to preserve order and decorum and to keep comments to the subject at hand.

The Chairperson shall not move for action but may second motions.

SECTION 5 - PROCEDURE:

5.1 - Parliamentary Procedure

Parliamentary Procedure governed by Roberts Rules of Order Revised, shall be followed at all regular meetings. At special work session meetings, and when appropriate, the Economic Development Commission may hold group discussions not following any set parliamentary procedures except when motions are before the Economic Development Commission.

SECTION 6 - MISCELLANEOUS:

6.1 - Economic Development Commission Discussion

- a. Matters for discussion, which do not appear on the agenda, may be considered and discussed by the Economic Development Commission under the On-going Items section.
- b. Matters which appear on the agenda as open discussion items will not be recorded as minutes.

6.2 - Suspension of Rules

The Economic Development Commission may suspend any of these rules by a unanimous vote of the members present.

6.3 - Amendments

Amendment of these bylaws may be made only by the City Council.

6.4 - Review

At the first meeting in April of each year, these bylaws shall be read and adopted by the Economic Development Commission.

Chairperson: _____

Date: _____