

**CITY OF SAN LUIS**  
**ECONOMIC DEVELOPMENT COMMISSION**  
**BYLAWS**

**(Effective September 24, 2014)**

**ARTICLE I: Name**

- A. The name of the organization shall be the San Luis Economic Development Commission (SLEDC), hereafter referred to as the “Commission”.

**ARTICLE II: Mission**

- A. The mission of the Commission is to promote sustainable and economic growth through economic development programs, partnerships, and innovative opportunities to create quality jobs and expand the commercial and industrial tax base.

To support this mission, the Commission will:

1. Work with key staff of the Department of Community Development in participating in the creation of an economic development strategic plan and recommending the adoption of the plan to the San Luis City Council;
2. Serve as an advisory board to the San Luis Business Incubator and recommend potential tenants;
3. Review significant projects as determined by the Community Development Department for recommendation to the San Luis City Council;
4. Provide a forum through which businesses, government, and education leaders meet to debate and exchange ideas;
5. Review and recommend changes to the economic development strategic plan on an annual basis;
6. Provide support and advise to the Community Development Department;
7. Monitor and evaluate year-over-year changes in employment, commercial and industrial tax base.

**ARTICLE III: Membership**

**A. Advertisement, Nomination and Confirmation Processes:**

1. Vacancies will be advertised in accordance with the San Luis City Council standards and accepted process for advertising vacancies to the appointed commissions, committees and boards.
2. Letters of interest, applications, and/or resumes will be submitted to and tracked by the Community Development Department.

3. Members of the Economic Development Advisory Commission are encouraged to foster interest among community members in applying for vacancies.
4. Community Development Director will review applications to ensure they meet advertised vacancy qualifications.
5. Letters of interest/resumes/applications will be sent to the Economic Development Commission advisory board for review and recommendation to the San Luis City Council.
6. Members of the San Luis City Council will nominate individuals to the SLEDC.
7. Confirmations will typically occur at the following San Luis City Council meeting.
8. New members will received an appointment letter from the Community Development Department.
9. Members of the SLEDC serve at the pleasure of the council and can be removed by city council.

## **B. Membership Categories**

There are two types of members-Voting Members that are appointed by the San Luis City Council and Non-Voting Standing Advisory Members.

### **I. Voting Members (7):**

Voting members shall be appointed through the process described above. The following industry clusters serve only as guidelines for member representation. Membership is not restricted to these clusters, however, and, at any given time, there can be more than one member from a cluster, however, it's recommended that a diversification of membership be consider as voting membership:

- a. Aviation/Transportation/Logistics
- b. Financial Banks
- c. Healthcare/Pharmaceuticals/Healthcare
- d. Education and Workforce
- e. Commercial real estate broker
- f. Retail
- g. Information and Communications Technology
- h. Data Centers
- i. Small Business and Entrepreneurship
- j. Developer
- k. Industrial

## **C. Membership qualifications**

- a. Appointees should be residents of San Luis, Arizona, and/or
- b. Appointees should be license businessmen within the city limits, and/or

- c. Appointees should have an interest in quality development and growth of economic development for the community of San Luis, Arizona.

**D. Voting Membership Terms**

Members shall serve for a four (4) year term; the term should be staggered, with three (3) members appointed once year, and four (4) the following year upon the expiration date of the appointments. If new Commissioner is appointed in the middle of the term, the Commissioner appointed will finish the term of the person replaced. No voting member shall be eligible to serve more than two consecutive terms, with the exception of new members selected to fill the unexpired four-year terms of departing members.

**E. Attendance and Possible Removal of Voting Members**

Regular attendance by all voting members is expected at Committee and full Commission meetings. Members who miss three or more full Commission meeting during a given year may be requested by the City Council, upon recommendation of the SLEDC, to resign from the SLEDC.

**2. Non-voting Standing Advisory Members**

The following shall serve on the Commission as Standing Advisory Members; however they serve with no term limitation and no voting rights,

- a. San Luis City Administrator
- b. San Luis Economic Development Director;
- c. Chairman or designee of the San Luis Chamber of Commerce;
- d. Mayor of the San Luis City Council;
- e. Chairman or designee of the Greater Yuma Economic Development Corporation;

**ARTICLE IV: Officers**

**A. Officers**

The officers shall consist of a Chair and a Vice-Chair selected from among the voting members at the annual meeting of the Commission in June of each year. In nominating and electing Officers, the Commission shall receive nominations from the floor, and shall elect its officers.

**B. Term of Officers**

Officers shall serve a term of one year from the June meeting at which they are elected until their successor are fully elected the following June. Officers may be elected for no more than two additional consecutive one year-terms While not binding, it is a general guide that the chair will serve a minimum of two consecutive one-year terms.

**C. Responsibilities of the Chair**

The Chair shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an ex-officio voting member of all committees, make committee assignments, set agendas for Commission meetings, and generally perform all duties associated with that office.

**D. Responsibilities of the Vice-Chair**

The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of the Chair. Additionally, the Vice-Chair shall serve as a Chair of the Executive Committee.

**E. Vacancies and Special Elections**

In the event of a vacancy in either office, a special election may be held to fill the position for the remainder of the term.

**ARTICLE V: Meetings**

**A. Regular Meetings**

Regular meetings shall be held on a bi-monthly basis. The date, hour, and location of those meetings are to be set by the Chair. Proceedings of all meeting of the full Commission shall, to the greatest extent possible, be governed by Robert's Rules of Order.

**B. Annual Meeting**

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the Regular meeting in June of each year.

**C. Special Meeting**

Special Meetings may be called by the Chair or at the request of three members, for the transaction of business as stated in the call for a special meeting.

**D. Quorum/Voting**

A quorum for the transaction of business at any Commission meeting shall consist of at least fifty-one percent of voting membership exclusive of any vacant seats. There shall be a quorum requirement of at least three (3) Committee members for a Committee meeting. Unless otherwise specified herein, all votes by the Commission shall be decided by the majority of those present at the time of the vote.

**E. Minutes**

The Community Development Department staff will be responsible to take minutes reflecting the actions and recommendations of the Commission. Minutes shall be forwarded to all members within thirty days.

**F. Director of Community Development Participation**

The Community Development Director is not a member of the Commission but he/she will serve as an ex-officio non-voting member. He/she may determine if a designee may attend on his/her behalf and if other departmental staff are needed on an occasional basis to provide technical assistance and professional expertise. All documentation and requests of meetings/ committees shall go through the Community Development Department for processing.

**G. Meeting Cancellation**

Any regular or special meeting of the Commission or its Committees, to be held on a day on which, due to inclement weather, will be canceled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting.

**ARTICLE VI: Committees**

**A. Executive Committee**

The Executive Committee is composed of the Chair and Vice- Chair of the Commission and two Executive Officers who are nominated by the Chair and Vice-Chair and then voted on by the full voting membership of the SLEDC. The two (2) ex-officio and non-voting members are the City Administrator and the Director of Community Development. Responsibilities include:

- a. Provide support and advice to the commission relative to the mission and strategic plan directed by the city council;
- b. Exercise oversight of the Commission activities, provide a forum for discussion and resolution of the Commission issues and disputes, and provide general management services to the full commission;
- c. Plan and implement the orientation program for the new commission members and;
- d. Report on the Commission activities, furnish information and provide recommendations to the City Council or the appropriate Committee relative to programs and policies affecting the economic growth and development of the City of San Luis.

**B. Ad Hoc Committee**

Ad hoc committees may be created, but must be recommended to and approved by the San Luis City Council. At the time of recommendation, the SLEDC must provide an

overview of the purpose, the expected goal or result and the estimated term of the each AD Hoc Committee. The Chairman of the SLEDC appoints members to each Ad Hoc Committee. Appointed members do not necessary need to be Commissioners; they can be members of the community.

### **C. Past Chairs**

Past Chairs of the SLEDC continue to be engaged and can offer sound and valuable insight and perspective. In order to maintain involvement of past SLEDC Chairs and to generate dialogue and discussion concerning economic development, the SLEDC should host a meeting that includes past Chairs approximately every year.

### **ARTICLE VII: Amendments**

Substantive changes to these bylaws require approval by the San Luis Economic Development Commission.

### **ARTICLE VIII: Conflict of Interest**

A Commissioner should abstain from voting on any matters that may present a conflict of interest. Failure of a Commissioner to abstain from voting where a conflict of interest may exist could result in recommendation of removal from the Commission. As per State Law Commissioners are subject to Stature Control.

### **ARTICLE IX: Confidentiality**

Topics discussed which include all negotiations with prospects relating to development of new and /or expanding businesses and/or business operations, during all regular meetings, special meetings and executive sessions are strictly confidential. All matters considered confidential will be discussed outside of meetings only with other members of the Commission, City Administrator, Community Development Director, City Council members and/or designated staff, as appropriate. Breaches of confidentiality could result in recommendation of removal from the Commission.