

BYLAWS
Economic Development Advisory Board

ARTICLE I

PURPOSE

The Economic Development Advisory Board (hereafter referred to as “EDA Board”) shall advise and make recommendations and advise the Village Board on matters related to economic development related items which include but are not limited to economic development incentives, creation and monitoring of Tax Incremental Finance Districts, current business climate, business attraction and retention, marketing opportunities, and other issues that may promote economic development. The EDA Board shall assist with providing input and expertise on ways to encourage and help businesses and individuals to invest in the Village, create jobs, and increase the tax base, which ultimately leads to a better quality of life for all Bellevue residents.

ARTICLE II

DUTIES AND RESPONSIBILITIES

The Board members shall:

1. Work in a coordinated fashion, respect all points-of-view and adhere to the values and mission of the Village of Bellevue.
2. Be knowledgeable local business, financial, or development related individuals that have unique insights on the best ways to promote continued investment in the Village of Bellevue.
3. Review and understand the Village’s current economic development incentives.
4. Become familiar with economic development incentives not currently utilized by the Village of Bellevue but available to Wisconsin municipalities.
5. Review and understand the Village’s Comprehensive Plan and associated ordinances.
6. Become familiar with other tools to encourage economic development opportunities (infrastructure improvements, marketing reports, facade grants, etc.)
7. Keep discussions of possible incentives to promote economic development not discussed on an open floor private.
8. Assist developers and area businesses in property negotiations and navigation of the Village’s legislative processes. This may include planning, financial packaging, securing necessary public infrastructure, or other business needs.
9. Maintain regular attendance at meetings to effectively discharge their duties and responsibilities. Members should not miss more than two meetings in a year.
 - a. If an EDA Board Member is unable to attend a particular meeting, he/she should inform the Community Development Director a day before the meeting.

- b. If an EDA Board Member finds that he/she cannot attend regularly he/she should, of his/her own volition, resign.
- c. In the event of continued absence by a member, the chair shall notify the affected Board member and determine a course of action.

ARTICLE III

MEMBERSHIP

1. The EDA Board shall consist of 7 regular voting members.
2. Two of the seven members shall consist of a current member of the Planning Commission and Site Plan Review Commission.
3. Board Members are appointed for a period of two years.
4. The remaining make up of the members shall consist of residents or business owners who live or work in Bellevue and have expertise in the area of economic development related issues.
5. Board Members may be removed by the majority vote of the Village Board.
6. The Community Development Director or his/her designee shall serve as support to the EDA Board. This position is a non-voting member.

APPOINTMENT OF BOARD MEMBERS

EDA Board Members shall be nominated by the Village President and confirmed by the Village Board.

ARTICLE IV

MEETINGS

1. The EDA Board shall hold meetings at the Public Safety Building located at 3100 Eaton Road, Bellevue, Wisconsin. Nothing shall prevent the Board from meeting at another location as it deems necessary.
2. The Steering Board shall meet a minimum of quarterly or as often as necessary to react to current opportunities. Meetings can be called by the Chair, Vice-Chair and/or the Community Development Director.
3. All meetings shall be properly noticed and open to the public as required under the Wisconsin Open Meetings Act. Meetings shall be posted at the places specified in Village policy.
4. The Community Development Director, or his/her designee, will record and submit meeting minutes detailing the Board's activities. The Director, or his/her designee, will be responsible for posting the minutes/agendas and submitting them to the Village Board.
5. Anyone wishing to approach the EDA Board may do so in person during the public comment section of each meeting. Individuals can also send written material to the Community Development Director who will present the items to the Board.

6. A quorum shall be constituted by a majority of the membership of the EDA Board duly appointed. All determinations of the Board shall be made by a majority vote of the members present.
7. Regular meeting days and times shall be set at the first meeting of the EDA Board. Special meetings will be called as needed.
8. The EDA Board shall follow Robert's Rules of Order as amended.

ARTICLE V

ORGANIZATION

1. At the first meeting of the EDA Board the Board shall elect, from among their members, a Chair and Vice-Chair to serve for the duration of the Board's work.
2. The Chair shall preside over all meetings. He or she shall have the power to establish sub-Boards and assign specific tasks to Board members. The Chair shall develop the agenda in coordination with the other members of the Board and in conjunction with the Community Development Director.
3. The Vice-Chair shall preside over all meetings in the absence of the chair. In the absence of the Chair, the Vice-Chair shall have the same authorities and responsibilities as the Chair.

ARTICLE VI

SUBBOARD ORGANIZATION

1. The EDA Board shall appoint any and all sub committees as deemed necessary to carry out the duties and responsibilities of the Board.
2. Each sub-committee appoints their own chair.
3. All subcommittees shall report to the EDA Board as appropriate or more frequently if the EDA Board requests a report.
4. Duties of each subcommittee shall be those implied by the name of the subcommittee and any additional functions assigned to them by the Chair of the EDA Board.

ARTICLE VII

BYLAWS

These rules shall not be repealed, amended or modified except by majority action of the Board at a properly noticed Board meeting.

SEVERABILITY

In the event that any portion of these by-laws is found to be invalid, the remaining portion shall stand.