

**REVISED BY-LAWS OF THE
ST. JOHN THE BAPTIST PARISH
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

Revised at a public meeting of the EDC in 1989
Revised and Ratified by the Economic Development Committee to become named the Economic
Development Advisory Committee (EDAC) on 11/06/17
Approved at a public meeting of the Parish Council on 11/28/2017

ARTICLE I (*Revised and Ratified 11/06/17*)

Name

The name of this organization shall be the St. John the Baptist Parish Economic Development Advisory Committee.

ARTICLE II (*Revised and Ratified 11/06/17*)

Purpose

The Economic Development Advisory Committee (hereafter referred to as the “EDAC”) shall advise and make recommendations to the Parish President through the Economic Development Director and the Parish Council on matters related to economic development which includes but are not limited to economic development incentives, current business climate, business attraction and retention, marketing opportunities, and other issues that may promote and foster economic development in St. John the Baptist Parish. The EDAC shall provide input and expertise on ways to encourage and assist businesses and individuals to invest in our community, create jobs, foster workforce development, and increase the tax base, which will ultimately improve the quality of life for all of our residents here in St. John the Baptist Parish.

ARTICLE III (*Revised and Ratified 11/06/17*)

Members

SECTION 1.

The membership of the EDAC shall be limited to nine (9) voting members. There shall be no less than six (6) active members at any one time.

SECTION 2.

To be a voting member of the EDAC, a member does not have to reside in the district for which he is being nominated, but must be a resident and qualified registered voter of St. John the Baptist Parish.

SECTION 3.

Members appointed by the Council shall serve with a (\$40) stipend for each meeting attended.

SECTION 4.

Initial membership shall be by appointment by the Parish Council of St. John the Baptist Parish. Subsequent vacancies shall be filled by nominations from that Parish Council, but if left unfilled by the Council for a period of three (3) months, said position will be filled by nominations from the EDAC and subject to a favorable majority vote of the quorum. The name(s) of any proposed member(s) shall be introduced at a regular meeting of the EDAC and duly recorded by the Secretary. Voting on a new member shall take place at the next regularly scheduled EDAC meeting. Current and background data on the proposed member shall be furnished to the EDAC in writing or verbally by the individual submitting the name for membership. A two-thirds (2/3) vote of the EDAC membership in attendance shall be required to recommend for appointment a new member to the Parish Council.

SECTION 5.

Any member wishing to resign from the EDAC shall do so by submitting their resignation in writing to the Secretary or Chairperson of the EDAC. Said resignation shall be accepted by a majority vote of the membership quorum in attendance at a regular meeting and forwarded to the Parish Council via the Parish President.

SECTION 6. *(Revised and Ratified 11/06/17)*

Any member missing three consecutive regular meetings shall be deemed inactive and cause for removal from the EDAC. Any such action shall be taken at a regular EDAC meeting and the individual(s) shall be notified of their removal by letter.

SECTION 7.

Any member may be removed from the EDAC for cause or change of qualification status. A recommendation for removal shall be made by a vote of a quorum of seated members in attendance at a regular meeting and confirmed by the Parish Council.

SECTION 8.

The Parish President and Chairperson of the Council shall be standing committee members of the EDAC. They shall not hold office or participate in the election of officers. They shall have the right to cast a vote on regular issues in all meetings (other than election of officers) except in the event of a tie vote. They will then have the right to cast a tie-breaking vote, if he/she so desires.

ARTICLE IV *(Revised and Ratified 11/06/17)*

Officers

SECTION 1.

The officers of the EDAC shall be: (a) Chairperson, (b) Vice Chairperson, and (c) Secretary.

CHAIRPERSON

The duties of the Chairperson shall be:

- To preside at all monthly meetings of the Committee, with the right to vote on all issues.
- To see that the laws of the State of Louisiana, Parish of St. John, and the directives, by-laws and policies of the Committee, are faithfully observed and executed.
- To call special meetings of the Committee, at his/her discretion, or upon the request of five members.
- To serve as an ex-officio member of all committees, with the right to vote on all issues.
- To perform such other duties as are usually incumbent upon the Chairperson of an Economic Development Advisory Committee.
- To establish task forces/sub committees composed of no more than 3 committee members

VICE-CHAIRPERSON

The duties of the Vice-Chairperson shall be:

- Whenever the Chairperson is absent from any regularly scheduled meeting, or from a special meeting called by the Chairperson, the Chairperson's duties shall be performed by the Vice-Chairperson. The Vice-Chairperson may assume the duties of the Chairperson for the purpose of calling a special meeting when the Chairperson is temporarily incapacitated through illness or otherwise.
- Whenever the Chairperson's absence from the area, or the Chairperson's incapacity due to illness, prevents the Chairperson from handling routine but necessary Committee business, at times other than official meetings, such business shall be handled by the Vice-Chairperson.
- Should a vacancy occur in the office of the Chairperson, the Vice-Chairperson shall succeed to the office of the Chairperson with all powers and duties of the Chairperson. In such event, the Vice-Chairperson shall serve in the office of the Chairperson until the Committee shall elect a new Chairperson.

SECRETARY

The duties of the Secretary shall be:

- When required, to attest to any official document of the St. John the Baptist Parish Economic Development Department and/or the Committee with his/her signature.
- To keep, or cause to be kept, a record of the minutes of all meetings of the Committee.
- To insure or cause to insure the safekeeping of the records, minutes, papers and documents of the Committee. All minutes, papers and documents of the Committee shall be kept at the St. John Economic Development Department office and shall be available for inspection by Committee members at all times and posted to the Parish website at www.sjbparish.com.

SECTION 2.

Officers shall be elected at the first meeting and shall serve for a period of fourteen months. Subsequent terms shall be for a 12-month period. At the first regular meeting in 1989, and each December thereafter, nominations shall be made for each office and shall be voted upon at the same meeting. Election voting shall be by majority of the membership quorum present. The term of office shall be for twelve (12) months.

SECTION 3.

No officer shall hold more than one office at a time. Any officer, however, shall have the right to serve on various sub-committees as a member or Chairperson of any said sub-committee(s).

SECTION 4.

Any officer may be removed for cause. Said cause and such action shall be by a two-thirds (2/3) vote of the membership quorum in attendance at a regular meeting. If deemed necessary and for the welfare of the EDAC, a special meeting may be called by five (5) members through the Chairperson or the Secretary. The officer in question must be so notified by the Chairperson or the Secretary to afford him an opportunity to be present, if he/she should so desire.

ARTICLE V *(Revised and Ratified 11/06/17)*

Meetings

SECTION 1.

Regular monthly meetings shall be held the first Monday of every month. The meetings will be held at 1801 West Airline Hwy., LaPlace in the Council Chambers at 12 noon.

SECTION 2.

The regular meeting in the month of December shall be known as the "Annual Meeting" at which time there will be election of officers (effective December 1989).

SECTION 3.

Special meetings may be called by the Chairperson. The purpose of any special meetings shall be so stated to each member in the call for the meeting.

SECTION 4.

A majority of seated members shall constitute a quorum of the EDAC.

ARTICLE VI *(Revised and Ratified 11/06/17)*

Committees

SECTION 1.

The membership shall be empowered to name whatever committees deemed to be necessary to meet the objective of the EDAC. Committees shall be in the nature of (a) standing committees and (b) special committees. The Chairperson shall have the right to appoint committees with concurrence of the membership and the approval of the full committee by a majority vote.

ARTICLE VII (*Revised and Ratified 11/06/17*)
Parliamentary Authority

SECTION 1.

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the EDAC.

ARTICLE VIII (*Revised and Ratified 11/06/17*)
Annual Budget

The EDAC shall have the right to review the Economic Development Annual Budget and to submit budget suggestions and requests to the Parish President through the Economic Development Director. Once the budget is developed, it is presented to the Parish Council for final approval.

AMENDMENT OF THE BY-LAWS

SECTION 1.

Any amendment to these by-laws shall be introduced by motion with an acceptable second at any regular meeting. No discussion shall follow the introduction of the proposed change. Action on the proposed amendment change shall become an agenda item for the next regular membership meeting, at which time it will be re-introduced and properly discussed and a vote taken before submission to the Parish Council.

Revised and Ratified by-laws adopted by the Parish Council on _____, 2017 according to existing EDAC records.

Original by-laws adopted by the Parish Council on January 26, 1989 according to existing EDAC records.