

BYLAWS

ALLEGHANY HIGHLANDS COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

ARTICLE I – NAME AND AUTHORITY

- Section 1 The name of this organization shall be known as the Alleghany Highlands Comprehensive Economic Development Strategy Committee, hereinafter referred to as “COMMITTEE”.
- Section 2 The COMMITTEE shall have authority necessary to carry out its purpose and objectives as delineated in Article II of these bylaws.

ARTICLE II – PURPOSE AND OBJECTIVES

- Section 1 The purpose of the COMMITTEE is to maintain, pursue implementation of and complete annual reporting requirements related to the Alleghany Highlands Comprehensive Economic Development Strategy document, adopted in 2006 by the region’s local governments and approved by the US Economic Development Administration in the same year.
- Section 2 The COMMITTEE shall be charged with the following objectives, which include, but are not limited to, the following:
- a. To review and comment on CEDS annual reports, annual implementation schedules, and other communication with the US Economic Development Administration.
 - b. To bring to the attention of the localities in the region various approaches to solving community and economic development related problems.
 - c. To provide participating jurisdictions and agencies with information on CEDS initiatives, relevant grant programs, and other related news.

ARTICLE III – MEMBERSHIP

- Section 1 The voting membership of the COMMITTEE shall not exceed 23 members. A simple majority (51%) of the members of the COMMITTEE must be private sector representatives.

The voting membership of the COMMITTEE shall consist of:

(A) two (2) elected representatives each from the County of Allegheny, the City of Covington, the Town of Clifton Forge, and the Town of Iron Gate.

(B) the remaining 15 voting members shall be nominated by a nominating committee composed of membership to the COMMITTEE and shall be made up of representatives of workforce development organizations, major employers, labor organizations, business organizations (Chamber of Commerce, etc.), small businesses, and private individuals. At least 12 of the 15 members to be nominated by an ad-hoc nominating committee shall be any senior management or executive holding a key decision making position, or that person's designee).

The chief administrative official from each locality shall also serve on the COMMITTEE as a technical advisor. One (1) representative each from the Roanoke Valley Economic Development Partnership and the Allegheny Highlands Economic Development Corporation shall also serve as technical advisors to the COMMITTEE .

Section 2 COMMITTEE members may serve for a term of 2 years, and may serve an unlimited number of consecutive terms.

Section 3 If a non-elected member fails to attend or fails to send an alternate to half of the quarterly meetings in any given fiscal year, the member's seat on the committee will be vacated and the nominating committee will convene to choose a replacement for that member. If an elected member fails to attend or send an alternate to half of the quarterly meetings in a fiscal year, a letter will be sent to the governing body of the locality notifying that body of the absences. Any member failing to attend or to send an alternate to at least half of the quarterly meetings in any given fiscal year will no longer be in good standing with the COMMITTEE.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1 The officers of the COMMITTEE shall include a chair and a vice-chair who shall be elected from the membership of the COMMITTEE and shall serve for a two-year term or until their successors are elected and shall be eligible for re-election.

Section 2 The chair shall preside over the COMMITTEE meetings.

- Section 3 The vice-chair shall assume the responsibilities of the chair in the absence of the chair.
- Section 4 The election of officers shall be held at the June meeting of every year whenever elections are necessitated by the expiration of terms and those members elected to office shall assume their duties at the conclusion of the meeting.
- Section 5 One meeting prior to the election, the chair shall appoint a nominating committee of at least three members. The nominating committee shall mail to each COMMITTEE member the name(s) of nominee(s) for the offices of chair and vice-chair one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time elections are held.
- Section 6 The secretary of the COMMITTEE shall be a member of the planning staff of the Roanoke Valley – Alleghany Regional Commission.
- Section 7 The agenda for each COMMITTEE meeting shall be prepared jointly between the chair and the secretary. All items desired by members or necessary for inclusion on the agenda shall be submitted not less than ten (10) days prior to the meeting date.

ARTICLE V – MEETINGS

- Section 1 Meetings of the AHCEDSCOMM will be held quarterly in March, June, September and December of each year. Meetings may be held at other times if the Chair deems it necessary. The secretary will announce meetings at least one month in advance of a planned meeting and distribute agenda at least one week in advance. Meeting agendas and minutes shall also be posted on the COMMITTEE website <http://www.rvarc.org/ceds/>.
- Section 2 A quorum shall consist of 51% of the voting representatives of the COMMITTEE or their alternates. Vacancies shall not be considered in establishment of a quorum.
- Section 3 The secretary will prepare and maintain a permanent written record of all COMMITTEE proceedings and shall transmit a copy of minutes to all COMMITTEE members upon their completion.

ARTICLE VI – AMENDMENT

Section 1 These bylaws may be amended by a two-thirds vote of those voting members who are in good standing. Proposed changes in the bylaws shall be transmitted to each AHCEDSCOMM member two (2) weeks prior to the meeting when the potential action is scheduled to be considered.

ARTICLE VII – EFFECTIVE DATE

Section 1 These bylaws shall become effective on July 1, 2007.

Section 2 Amendments to the COMMITTEE bylaws shall become effective immediately upon ratification by the COMMITTEE.