

Operating Procedures Toledo Metropolitan Area Council of Governments Economic Development Policy Board

Article I. Board Authorization

The Economic Development Policy Board (ED Policy Board) is established in Article V of the Toledo Metropolitan Area Council of Governments' Bylaws.

Article II. Purpose

The ED Policy Board is a decision-making body within TMACOG's General Assembly.

The ED Policy Board oversees and manages the comprehensive economic development strategy (CEDS) process and implementation and other functions of the Economic Development District (EDD).

Article III. Duties and Responsibilities

The ED Policy Board is responsible for and has authority to make decisions on programs and policies that will support economic development in the Lake Erie West Comprehensive Economic Development Strategy planning area.

The ED Policy Board has the following responsibilities:

- Approves the economic development Annual Work Programs (80000) including CEDS and EDD and appropriate assessments.
- Coordinate and implement economic development planning activities in Lucas, Ottawa, Sandusky, Seneca, and Wood Counties (the Region), adhering to state and federal requirements.
- Approves the CEDS document and annual updates.
- Provides oversight for economic development research, planning, implementation, and advisory functions as identified in the CEDS

The ED Policy Board shall meet at least four (4) times during the year to undertake its regular business.

Members of the ED Policy Board will annually review the board's purpose statement and its achievements, and report to the Governing Board regarding its progress and accomplishments.

Article IV. Composition of the Board

Members of the ED Policy Board shall be appointed by the Governing Board. Membership of the policy board shall be constructed to provide an opportunity for elected and appointed individuals, as well as private sector partners, within the Comprehensive Economic Development Strategy planning area to participate and provide input on topics related to the purpose of the ED Policy Board.

The policy board membership shall consist of the following:

1. County Commissioner from each of the five counties
2. Mayor from one municipality per county
3. Toledo-Lucas County Port Authority
4. Toledo Regional Chamber of Commerce
5. Regional Growth Partnership
6. 5-7 higher education institutions
7. 5-7 businesses in key industries
8. Director of each County Economic Development organization
9. 1-2 financial institutions serving throughout the region
10. Philanthropic organization serving throughout the region
11. Commercial Realtor serving throughout the region

All entities may appoint an alternate representative to serve as an elector when the ED Policy Board representative is not available to attend a meeting of the ED Policy Board

Article V. Members Term of Office

The term for each member and alternate of the ED Policy Board will begin upon appointment by the TMACOG Governing Board at their first meeting of the calendar year and will conclude at the first Governing Board meeting of the next calendar year.

In the event a vacancy occurs the ED Policy Board will nominate a replacement for approval by Governing Board.

Article VI. Quorum

Fifty (50) percent of the ED Policy Board shall constitute a quorum required to conduct the business of the ED Policy Board. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the ED Policy Board.

Article VII. Board Officers

The chair and vice chair of the ED Policy Board will be elected from the ED Policy Board members by the vote of the ED Policy Board.

Article VIII. Duration of Board

The ED Policy Board is a standing board of the Toledo Metropolitan Area Council of Governments.

Article IX. Accountability

The ED Policy Board is responsible to the TMACOG Governing Board.

Article X. Functional Responsibilities

The ED Policy Board shall be advised primarily by TMACOG staff within the administration and economic development departments.

There shall be standing advisory groups of the ED Policy Board. Current standing advisory groups are:

Comprehensive Economic Development Strategy: Advisory Group

The chair of the ED Policy Board is hereby authorized to appoint task forces on an ad hoc basis as may be desirable to carry out the purpose of the ED Policy Board. Such task forces shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the chair of the ED Policy Board and must operate within the overall policies of TMACOG.

Article XI. Parliamentary Authority

Except where otherwise specified in these procedures or agreed to by a unanimous vote of the ED Policy Board members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern ED Policy Board proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

Article XII. Amendments

These procedures may be amended by a majority vote of the ED Policy Board at a regular meeting or at a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Governing Board.

TMACOG Chair

TMACOG Executive Director

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