

**Resolution Adopting the Operating Procedures of the Economic Development Policy Board -  
STAFF REPORT**

LAKE ERIE WEST REGIONAL COUNCIL  
GOVERNING BOARD MEETING AGENDA  
MARCH 13, 2026

The Economic Development Policy Board was established in Article V of the Lake Erie West Regional Council Bylaws approved as amended on January 19, 2024. The operating procedures identify the purpose, duties and responsibilities, board composition, term of office, quorum, functional responsibilities, parliamentary authority, etc., of the Economic Development Policy Board.

Approval is requested to adopt the operating procedures. An approving resolution and the Economic Development Policy Board Operating Procedures are attached.

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**A RESOLUTION OF THE  
ADOPTING THE OPERATING PROCEDURES OF THE  
ECONOMIC DEVELOPMENT POLICY BOARD**

**WHEREAS**, Toledo Metropolitan Area Council of Governments (now known as Lake Erie West Regional Council) is a voluntary association of local governments in northwest Ohio and southeast Michigan, organized on May 31, 1968, and established under Chapter 167 of the Ohio Revised Code and the Michigan Public Act No. 7 (EX-SESS), and has carried out comprehensive metropolitan and regional planning since that date; and

**WHEREAS**, the Lake Erie West Regional Council Bylaws provide that all programmatic boards and administrative committees are to be governed by Operating Procedures; and

**WHEREAS**, the Economic Development Policy Board is established in Article V of the Lake Erie West Regional Council Bylaws and must establish Operating Procedures; and

**WHEREAS**, the operating procedures were accepted by the Economic Development Policy Board on February 6, 2026.

**NOW, THEREFORE, BE IT RESOLVED BY LAKE ERIE WEST REGIONAL COUNCIL:**

Section 1: THAT The Operating Procedures for the Economic Development Policy Board (**attached hereto as Exhibit A**) be adopted.

Yea \_\_\_\_\_, Nay \_\_\_\_\_, Abstain \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

\_\_\_\_\_  
George Sarantou, Chair  
Lake Erie West Regional Council

Attest:

I, **Sandy Spang**, Lake Erie West Regional Council Executive Director, do hereby certify that this is a true and accurate account of Resolution No. 2026-09, adopted on \_\_\_\_\_.

\_\_\_\_\_  
Sandy Spang, Executive Director

# Operating Procedures for the Economic Development Policy Board of the Lake Erie West Regional Council

## **Article I. Board Authorization**

The Economic Development Policy Board (ED Policy Board) is established in Article V of Lake Erie West Regional Council's Bylaws.

## **Article II. Purpose**

The ED Policy Board is a decision-making body within the Lake Erie West Regional Council 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 the CEDS and EDD and appropriate assessments.
- Coordinate and implement economic development 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 on the policy board shall be constructed to provide a definitive 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. Wood County Port Authority
5. Toledo Regional Chamber of Commerce
6. Regional Growth Partnership
7. 5-7 higher education institutions
8. 5-7 businesses in the identified Regional Growth Partnership key industries
9. Director of each County Economic Development organization
10. Township Representative
11. 1-2 financial institutions serving throughout the region
12. Philanthropic organization serving throughout the region
13. Commercial Realtor serving throughout the region
14. Regional Chamber of Commerce

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 Lake Erie West Governing Board at their first meeting of the calendar year and will conclude after the first Governing Board meeting after 2 years.

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 selected 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 Lake Erie West Regional Council.

### **Article IX. Accountability**

The ED Policy Board is responsible to the Lake Erie West Regional Council Governing Board.

### **Article X. Functional Responsibilities**

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

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

- 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 Lake Erie West Regional Council.

### **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 Lake Erie West Regional Council 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.

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Lake Erie West Regional Chair

Lake Erie West Executive Director

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