

Leesburg Economic Development Commission By-Laws

July 2023

ARTICLE I Name and Purpose

- A. The name of the organization shall be the Leesburg Economic Development Commission, hereafter referred to as the EDC.
- B. The purpose of the Commission shall be to advise the Leesburg Town Council on policies and activities that promote economic development and tourism and foster economic vitality and stability of the town. The Commission advises Town Council on actions to enhance economic development and tourism, including review of town regulations and procedures as they relate to economic development.

ARTICLE II Membership

- A. The Commission shall consist of seven members, appointed by the Leesburg Town Council, according to the membership requirements set forth in the Leesburg Town Code.
- B. Non-voting members may include the Council manic appointee and liaisons from other Town or County boards and commissions.

ARTICLE III Officers

- A. The officers shall consist of a Chair and a Vice Chair selected from among the appointed voting members at the annual meeting of the Commission. The annual meeting shall be held as soon as practicable in January or February of any given year.
- B. Election will be by majority vote of the Commission members present.
- C. Officers shall serve a one (1) year term of office, or until a successor is elected.

- D. Vacancies in either office shall be filled by election. Successors will fill the remainder of an expired term.
- E. The Chair shall preside at all meetings of the Commission and shall:
- a. Ensure the orderly conduct of all meetings.
 - b. Receive official communications on behalf of the Commission and report the same at the next meeting.
 - c. Provide a written summary and attendee list for each regular meeting of the Commission to the Clerk of Council and staff liaison to the Commission.
 - d. Provide the annual report of the Commission's activities to the Town Council as required in Article V below.
 - e. Perform all other duties normally associated with the office of Chair.
- F. The Chair will act as the Commission's spokesperson with the Town Council, and at other venues, when so authorized by a vote of the Commission.
- G. The Vice-Chair, in the event of the absence or disability of the Chair, or a temporary vacancy in that office, shall assume and perform the duties of Chair.

ARTICLE IV – Meetings

- A. Regular meetings of the Commission shall be held at least monthly, at a date, hour and location set in advance by the Commission.
- B. Special meetings may be called by the Chair, or at the request of three (3) members with notice to the Chair, for the transaction of business as stated in the call for the special meeting.
- C. A quorum for the transaction of business and to exercise voting privileges shall consist of at least four (4) voting members. Members must be physically present to establish a quorum.

- D. Decisions of the Commission will be made by a majority vote of members present.
- E. The chair shall record and report attendance of each member to the town clerk. If any member is absent from three consecutive meetings, or is absent from any four meetings within any calendar year, then the member shall automatically be removed from the position and the town council shall fill the vacancy in the manner set forth in Town Code [section 2-194](#).
- F. Proceedings of all meetings shall be governed by Robert's Rules of Order.

Action minutes shall be prepared for each meeting of the Commission, reflecting the actions and recommendations of the Commission. Minutes shall be forwarded to all Commission members before the next regular meeting.

ARTICLE V – General

- A. All electronic communications concerning the activities of the Commission shall include the use of the Commissioners' official Town of Leesburg email accounts.
- B. Commissioners may be required to file an annual Financial Disclosure Statement, pursuant to Virginia Code Section 2.2-3115. Failure to timely file may result in the removal of the Commissioner upon notice to the Town Council.

The EDC will provide Town Council with a report of their activities on an annual basis.