

Economic Development Committee Guidelines

A. AUTHORITY

1. The Economic Development Committee shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Economic Development Committee shall help coordinate economic development proposals, research and issues, and assist applicants in understanding the approval process.
 - b. The Economic Development Committee shall advise the Board of Selectmen on grants available, business research relative to economic development and the progress of potential business projects in the Town of Lanesborough.
 - c. Additional ad hoc duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Economic Development Committee shall consist of five (5) members appointed for one (1) year term(s). All members are required to complete mandatory State Ethics and Open Meeting Law training and provide completion certificates to the Town Clerk as required by State Law.
2. The Economic Development Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Economic Development Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Economic Development Committee shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded.
4. Secretary: The Secretary shall keep the Economic Development Committee's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Economic Development Committee and will file meeting Minutes with the Town Clerk after Economic Development Committee approval. The Secretary will also maintain any necessary files and records of the Economic Development Committee.
5. When a member voluntarily vacates his/her position in the Economic Development Committee, the following procedures shall be followed:
 - a. The Economic Development Committee will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Economic Development and brought before the Board of Selectmen for an interview.
 - c. Should an Economic Development Committee member have more than six (6) absences within a consecutive 12 month period without cause, the Economic Development Committee Chair shall notify the Town Clerk, who shall mail a notice to the Economic Development Committee member stating that said member is considered to have vacated the position.
6. Unless renewed by the Board of Selectmen, the Economic Development Committee will lapse on June 30, 2017.

C. MEETINGS

1. The Economic Development Committee shall meet as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Economic Development Committee shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Economic Development Committee members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Economic Development Committee shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.