

**BYLAWS FOR THE  
EASTGATE REGIONAL COUNCIL OF GOVERNMENTS  
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE**

**ARTICLE I – NAME AND AUTHORITY**

A. Name

1. The name of this committee shall be known as the Regional Economic Development Committee (REDC), hereinafter referred to as “committee”.

B. Authority

1. The committee is an ad hoc committee of the General Policy Board (GPB), which governs the Eastgate Regional Council of Governments (Eastgate). Information regarding ad hoc committees is outlined in ARTICLE V of Eastgate’s bylaws. Eastgate is a designated Economic Development District under the Economic Development Administration’s (EDA) Partnership Planning Grant for Ashtabula, Mahoning, and Trumbull counties. 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**

A. Purpose

1. The purpose of the committee is to develop, implement, and revise the Comprehensive Economic Development Strategy (CEDS) as outlined in Title XIII of the Code of Federal Regulations, Chapter III, §303.2.

B. Objectives

1. The committee shall be charged with the following objectives, which include, but are not limited to, the following:
  - i. To support the ongoing economic development process in the region.
  - ii. To convene and communicate shared goals and objectives among stakeholders to address constraints on economic development in the region.
  - iii. To prepare the CEDS, implementation schedules and annual reports, and other documents for EDA’s review.

**ARTICLE III – MEMBERSHIP, TERMS, AND GOVERNANCE**

A. Membership

1. The committee shall be composed of nineteen (19) voting members that broadly represent the economic development interests of the region, as outlined in Title XIII, Chapter III, §303.6 of the Code of Federal Regulations. New members shall be

nominated to and elected by the committee. Any member failing to attend at least half of scheduled meetings in any given calendar year will no longer be in good standing.

The committee shall be composed of the following nine (9) public entities:

- i. One (1) representative from Ashtabula County
- ii. One (1) representative from Mahoning County
- iii. One (1) representative from Trumbull County
- iv. One (1) representative from the City of Ashtabula
- v. One (1) representative from the City of Warren
- vi. One (1) representative from the City of Youngstown
- vii. One (1) representative from a Port Authority
- viii. One (1) representative from a Higher Education Institution
- ix. One (1) representative from a Workforce Development Board

The committee shall be composed of the following ten (10) private entities:

- i. One (1) representative from a Business Attraction & Retention Entity
- ii. One (1) representative from a Business Incubator
- iii. One (1) representative from a Certified Development Corporation
- iv. One (1) representative from a Community Foundation
- v. One (1) representative from a Financial Institution
- vi. One (1) representative from an Investor-Owned Utility
- vii. One (1) representative from Real Estate Development
- viii. One (1) representative from the Skilled Labor Trades
- ix. One (1) representative from a Growth Sector
- x. One (1) representative from a Growth Sector

## B. Terms

1. Terms shall be three (3) years and align with the calendar year.
  - i. Membership shall be reviewed on an annual basis by the Committee Chair and Eastgate Staff.
  - ii. Committee members in good standing may renew membership.
  - iii. Committee members not in good standing shall be asked to provide a notice resolving commitment to or resignation from the committee.
  - iv. Committee members may serve an unlimited number of consecutive terms. Any member who withdraws from their employed position and intends to stay on the committee must seek reappointment.

## C. Governance

1. The committee shall elect at the beginning of the calendar year a Chair and Vice-Chair with terms of one (1) year from the committee membership.
  - i. The responsibilities of the Chairs are outlined in Appendix A.
  - ii. The Chairs shall be nominated and voted upon by the committee. Chairs may seek reappointment.

## ARTICLE IV – MEETINGS

### A. Meetings

1. The committee shall meet at least two (2) times per calendar year. Special meetings may be held at other times if deemed necessary. A representative from Eastgate will announce meetings at least one (1) month in advance and distribute an agenda at least one (1) week in advance.
  - i. A representative from Eastgate will be present at committee meetings. Eastgate will prepare and maintain a permanent written record of all committee proceedings and shall transmit a copy of minutes to all committee members.
  - ii. The agenda for each committee meeting shall be prepared by a representative from Eastgate, along with the Chair and Vice Chair. All items desired by members or necessary for inclusion on the agenda shall be submitted not less than seven (7) days prior to the meeting.
  - iii. Voting on any items for passage will require an affirmative two-thirds (2/3) majority of members present once a quorum is attained. A quorum is half of membership plus one.
  - iv. Members may vote by email. Members voting by email shall email votes for each actionable item to a representative from Eastgate. A majority of votes shall equal half of membership plus one if it is an electronic vote.

## ARTICLE V – AMENDMENTS

### A. Amendments

1. Committee bylaws may be amended by an affirmative two-thirds (2/3) majority of members once a quorum is attained. Amendments to the committee bylaws shall be ratified by the General Policy Board.

## APPENDIX A - CHAIR AND VICE CHAIR DESCRIPTIONS

The Chair has a strategic role to play in representing the vision and purpose of the committee. The Chair ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed, and that effective decisions are made and carried out. In the Chair's absence, the Vice Chair resumes the Chair's responsibilities.

Ensure the Committee functions properly

- To plan and run meetings in accordance to the governing bylaws.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the committee.
- To review governance performance.
- To plan for recruitment and renewal of members of the committee.

Ensure the organization is managed effectively

- To communicate with Eastgate staff.
- To coordinate with the committee to ensure responsibilities are met.
- To provide review to Eastgate staff in administering the Economic Development program.

Represent the Committee

- To communicate effectively the vision and purpose of the committee.
- To advocate for and represent the committee at external meetings, including the General Policy Board.
- To be aware of current issues that might affect the committee.

Time Commitment: The role of the Chair requires routine contact with Eastgate staff, attending quarterly General Policy Board meetings, and Committee meetings.