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Board of Supervisors

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**BYLAWS OF THE
STORY COUNTY ECONOMIC DEVELOPMENT GROUP**

ARTICLE 1: NAME AND PURPOSE

Section 1.01. Name. The name of the organization is the Story County Economic Development Group, herein after referred to as the "SCEDG."

Section 1.02. Purpose. The purpose of the SCEDG is to encourage economic development in Story County through joint efforts of Story County and the incorporated areas of Story County.

1. Secure Story County (herein after referred to as "County") funding and to oversee the distribution of County funds annually budgeted by the Story County Board of Supervisors (herein after referred to as the "Board of Supervisors").
2. Develop proposals for County funding of economic development initiatives and recommend funding to the Board of Supervisors.
3. Establish guidelines to administer the SCEDG County Funding Program (herein after referred to as "Program"). A copy of the Program Guidelines shall be attached to these bylaws, and by this reference, is made a part of these bylaws. The following initiatives are areas in which members of the SCEDG may use the Program, if deemed eligible:
 - a. Economic development staff and administration
 - b. Community marketing and prospecting
 - c. Development of promotional materials
 - d. Consulting and planning services
 - e. Speculative buildings
 - f. Tourism attractions (which create a major impact on the entire county)
 - g. Commercial development
 - h. General Community betterment activities (excluding general infrastructure)
 - i. Main Street projects which are part of a planned community project, including, but not limited to, such things as streetscaping, facilitators for planning, focus groups, and community-based restoration.

- j. Welcome Signage and Community Beautification
- k. Community-driven housing promotion, including, but not limited to housing assessments, marketing of housing opportunities, and marketing for recruitment of potential developers.
- l. Industrial and commercial park preliminary studies.
- m. Directional and local attraction signage.

Section 1.03. Membership. Every Community located in Story County, Iowa, is eligible for membership provided each has executed an Appointed Representative Form which is attached to these bylaws, and by this reference, is made a part of these bylaws (herein after referred to as the "Form") and submitted said Form annually to the Board of Supervisors on or before ~~January~~ June 1st of the fiscal year in which they wish to participate. The appointed representative, or alternate(s), from each community may be from city staff or council, an economic development group, or a volunteer for said community; may not be a representative of the County in any manner; and may only represent one community from within Story County. The appointed representative and all alternates from each community may attend any and all meetings; however, each community will only have 1 voting representative. A representative of both the Story County Conservation Board and Story County Planning and Zoning Commission may serve as a non-voting ex-officio member.

Section 1.04. Fiscal Year. The fiscal year under which the SCEDG operates is from July 1st to June 30th.

ARTICLE 2: OFFICES

Section 2.01. Principal Office. The principal office of the SCEDG shall be as follows: Story County Economic Development Group, Story County Administration, 900 6th Street, Nevada, Iowa 50201. The mailing office for the SCEDG may change within Story County as may be necessary based on the Chairperson of the SCEDG.

Section 2.02. Website. The official website for the SCEDG shall be part of the Story County website, registered as www.storycountyiowa.gov.

ARTICLE 3: OFFICERS

Section 3.01. Officers. The officers of the organization shall be a Chairperson and a Vice-Chairperson and shall be known as the Executive Board of the SCEDG. The same person shall not hold more than one office concurrently.

Section 3.02. Election and Term of Office. The officers of the SCEDG shall be elected on even calendar years by the membership at the first regular meeting of that fiscal year. Each officer shall serve a two (2) year term, from July 1st through June 30th. Each officer shall hold office until his or her successor is elected.

Section 3.03. Duties and Authority of Officers. Each officer has the authority and shall perform the duties set forth in the bylaws.

Section 3.04. Officer's Authority to Execute Documents. Instruments in writing shall be authorized by the membership for signature by the Chairperson, Vice Chairperson, or other member so authorized to sign documents.

Section 3.05 Chairperson. The Chairperson must be a voting representative from the member organization, shall set the agenda and preside at all meetings of the SCEDG. Except as authorized by the SCEDG, the Chairperson shall sign all instruments on behalf of the SCEDG. At each meeting, the Chairperson shall submit information related to the business affairs and policies of the SCEDG.

Section 3.06. Vice-Chairperson. The Vice Chairperson must be a voting representative from the member organization and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of resignations or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time that the SCEDG shall elect a new Chairperson.

Section 3.07. Failure to Perform Duties. If an officer is unable or unwilling to perform his or her duties as outlined in this Article, the membership will hold a special meeting to elect a replacement officer.

ARTICLE 4: MEETINGS

Section 4.01 Public Meetings. The meetings of the SCEDG shall be public meetings and meet requirements of Chapter 21 of the Code of Iowa, as amended.

Section 4.02. Regular Meetings. The SCEDG shall generally meet quarterly at such time and place as may be designated by the Chair, and said meeting shall be known as a regular meeting of the SCEDG.

Section 4.03. Special Meetings. Special meetings of the SCEDG may be call by or at the request of the Chair.

Section 4.04. Notice of Meetings. Public notice will be given of the time, date, and place of the meeting and its tentative agenda. Reasonable notice of the meeting will be given to the media and posted on the official bulletin board at the County Administration Building in Nevada, Iowa. All documents will be available to the public in compliance with the Iowa Public Records Law outlined in Chapter 22 of the

Code of Iowa, as amended, in accordance with the adopted Story County Open Records Policy and Procedure, adopted by reference in these bylaws. This shall be accomplished by submitting all minutes and supporting documentation to the Story County Board of Supervisors for approval.

Section 4.05. Quorum. A majority of the membership of the SCEDG shall constitute a quorum for the transaction of business; but if less than a majority are present at the meeting, a majority of the membership present may adjourn the meeting without any further notice.

Section 4.06. Minutes of the Meetings. Minutes of the meeting shall be taken by a Story County Administrative staff member which shall be appointed by the County Board of Supervisors. Said staff member shall post the agendas; ensure all notices are provided in accordance with the provisions of these bylaws or as required by law; prepare the minutes of each SCEDG meeting, verify their correctness, and file them with the County Board of Supervisors for their approval.

ARTICLE 5: VOTING AND RULES OF ORDER

Section 5.01. Voting. The voting on all financial matters coming before the SCEDG shall be by roll call vote, and the ayes and nays shall be entered upon the minutes of such meeting. The voting / election of officers shall be by ballot. All other matters shall be by voice vote. No proxy voting shall be allowed.

Section 5.02. Procedures. All procedures in all meetings of the SCEDG shall be conducted according to the latest edition of Robert's Rule of Order, except where such rules are in conflict of the SCEDG's bylaws or its rules, regulation, or policies. On questions of parliamentary procedure not covered in these bylaws, a ruling by the Chairperson shall prevail.

5.03. Presumption of Assent. A member who is present at a meeting of the SCEDG at which action on any matter is taken shall be presumed to have assented to the action taken unless dissent is entered in the minutes of the meeting or unless a written dissent to the action is filed with the person keeping minutes of the meeting before the adjournment of the meeting or forwards a dissent promptly after the adjournment of the meeting.

ARTICLE 6: CONFLICT OF INTEREST

Section 6.01. Conflict of Interest. Whenever a member has a financial or personal interest in any matter coming before the SCEDG, the SCEDG shall ensure that:

1. The interest of such member is fully disclosed to the SCEDG.
2. No interested member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the SCEDG at which such matter is voted upon.
3. Any transaction in which a member has a financial or personal interest shall be duly approved by members of the SCEDG not so interested or connected as being in the best interests of the organization.
4. Payments to the interested member shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE 7: COMPENSATION

Section 7.01 Compensation. Members of the SCEDG shall not receive any stated salaries or compensation from the SCEDG for his or her services.

ARTICLE 8: COMMITTEES AND STAFF ASSISTANCE

Section 8.01 Committees. The SCEDG may designate committees with duties assigned by the SCEDG Membership of such committee(s) shall be comprised of members of the SCEDG.

Section 8.02 Staff Assistance. The County may provide staff assistance to provide technical assistance to the SCEDG.

ARTICLE 9: AMENDMENT PROCEDURES

Section 9.01. Amending Bylaws. The bylaws may be amended by a majority vote of the members of the SCEDG at any regular or special meeting provided the proposed amendment has been submitted to the Executive Board and its recommendation presented to the members in writing. As amendments to these bylaws are adopted, the bylaws shall be revised to reflect that amendment and the date the bylaws were amended. Revised bylaws shall be submitted to the County within sixty (60) days from their passage and effective date.

Section 9.02. Amending County Funding Program. The Program may be changed, from time to time as conditions warrant and for the good of the organization, separate from the amendments made to these

bylaws. Amendments to the Program shall first be considered by the SCEDG subject to the approval of a majority vote of the membership who, in turn shall recommend ~~action~~ action to the Board of Supervisors. The Board of Supervisors shall consider the amendments at a regularly-scheduled meeting. The decision of the Board of Supervisors will be communicated in writing to the SCEDG within thirty (30) days from the date of consideration. Any approved amendments shall be documented in writing by the Chairperson of the Board of Supervisors, signed and dated, and attached to the bylaws by the appointed County staff. Original documents shall be kept on file in the office of the Story County Auditor's Office.

KNOW ALL PEOPLE BY THESE PRESENTS: That the undersigned Chairperson of the Story County Economic Development Group does hereby certify that the foregoing bylaws were recommended for adoption by the members of the SCEDG to the Story County Board of Supervisors, as bylaws of said organization, at a meeting of its members held on this 26th day of October, 2016, amended on the 25th day of October, 2018.

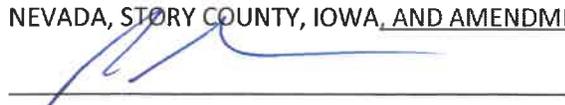


Chairperson, SCEDG

11/6/2018

Date

APPROVED BY THE STORY COUNTY BOARD OF SUPERVISORS THIS 1st day of November, 2016, at NEVADA, STORY COUNTY, IOWA, AND AMENDMENTS APPROVED ON THE 6TH DAY OF NOVEMBER, 2018.



Chairperson, Board of Supervisors

11/6/18

Date

