



CITY OF **BIG BEAR LAKE** *California*

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAWS

Adopted November 15, 2021

I. Committee Vision, Purpose and Objectives

On February 8, 2021, the City Council adopted Resolution No. 2021-19 to establish the Economic Development Advisory Committee (EDAC). The Council's action included the vision, purpose and objectives for the committee, as follows:

Vision

Support efforts towards diverse and sustainable economic vitality that are in alignment with the character and goals of the Big Bear Lake community.

Purpose and Objectives

1. Provide a forum for exchanging ideas and information to address needs of the business community to serve Big Bear residents and visitors.
2. Work with partners and stakeholders on outreach and coordination efforts to promote business development and support economic vitality.

II. Membership

The Committee will comprise nine (9) volunteer members. In addition, up to two (2) alternates may be appointed to fill an At-Large position in case a vacancy occurs.

All committee members must be residents of Big Bear Lake, except those who own a business in Big Bear Lake or who work for a Big Bear Lake organization or business may be eligible to serve on the committee. Appointments will be made by the Mayor, as follows:

- 1 representative from the Big Bear Lake City Council
- 1 representative from the Big Bear Lake Planning Commission
- 1 business representative from the Big Bear Lake Chamber of Commerce
- 1 tourism industry representative from Visit Big Bear
- 1 real estate representative, whose main office is located in Big Bear Lake
- 4 at-large members
- 2 alternates, to fill vacancies in the at-large category*

** Should an At-Large vacancy occur before the end of the term, an alternate would serve in the appointed capacity. Specifically, Alternate 1 would fill the first open seat and Alternate 2 would fill the next vacancy.*

III. Election and Term of Officers

- A. The City Council representative shall serve as chair for the committee. In case of any vacancy in this position, the Mayor will fill this position with a new appointment as soon as practicable.
- B. The EDAC shall elect a vice chair from among its appointed members. In case of any vacancy in this position, the committee shall conduct an election to fill this position at the next scheduled meeting.
- C. Officers and committee members will serve through the established term, which will end on or before June 30, 2023.
- D. Should the City Council continue the committee service past June 30, 2023, the following seats shall continue or be appointed through June 30, 2024, and every two years thereafter, on even years:
 - Big Bear Lake City Council member (chair)
 - Business representative from Big Bear Lake Chamber of Commerce
 - 2 At-Large members
 - Alternate 1

These remaining seats shall be appointed every two years, on odd years:

- Big Bear Lake Planning Commission member
 - Tourism representative from Visit Big Bear
 - Real Estate representative, whose main office is located in Big Bear Lake
 - 2 At-Large members (added positions in September 2021)
 - Alternate 2
- E. In the event that a member resigns or a seat is otherwise vacated, the newly appointed representative shall serve the remainder of the term of the seat being filled.

IV. Duties of Officers

- A. *Chair or Chairperson.* The chair shall preside at all meetings of the EDAC. The chair shall promote active discussions by all committee members and shall perform all other duties necessary, customary or incidental to the office.
- B. *Vice Chair or Vice Chairperson.* In the absence or inability of the chair to act, the vice chair shall take the chair's place and perform the required duties. In the event of absence, or inability to act, by both the chair and the vice chair, the remaining members of the EDAC shall elect one of their members to act as temporary chair.

- C. *Secretary.* The secretary (Community Development Director or designee) shall provide technical advice to the EDAC, shall assist the committee in the discharge of their responsibilities, and shall maintain minutes of meetings and records of hearings and official actions.

V. Meetings

- A. *Quorum.* A quorum of the EDAC is required to open a meeting or to take any formal actions. A minimum of five (5) members shall represent a quorum.
- B. *Regular Meetings.* Regular meetings of the EDAC shall be open to the public and shall be conducted on the second Tuesday of each month. The meeting shall be held at 1:00 p.m. in the Training Room of the Civic Center/Big Bear Lake City Hall. If the regular meeting day falls on a legal holiday, the EDAC or secretary may fix another day thereafter. Any regular meeting of the EDAC may be adjourned to another place, date, and time within the City in accordance with State law.
- C. *Special Meetings and Study Sessions.* Special meetings and study sessions of the EDAC will be open to the public and held at such time and place as the EDAC may determine. Alternatively, such meeting may be called by the chair or majority of the committee members upon 24-hour notice pursuant to the Government Code. The secretary shall be responsible for giving any necessary notice of such special meetings as prescribed by law.

VI. Agendas for Meetings

- A. Copies of the prepared agenda should be made available to members of the public attending the regular committee meeting by placing same near the entrance of the place of meeting. No matter other than those on the agenda may be considered by the EDAC.
- B. A copy of the agenda and staff reports for every regular meeting of the EDAC shall be posted at least 72 hours prior to the date of the meeting at which such agenda is to be considered.

VII. Time Limits

- A. Each speaker for public comments is limited to three (3) minutes to speak on any matter. If there are ten (10) or more such speakers, the chair has discretion to limit comments to less time.

VIII. Voting

- A. A roll call vote shall be taken upon the passage of all actions before the committee. The chair shall vote last and will announcement the outcome of the motion.

- B. A tie vote shall be deemed failure of a motion.
- C. Any member of the committee who has a conflict of interest on any matter on the agenda shall refrain from any manner of influencing or participating on that matter. Before the item is considered, the committee member must announce on the public record the nature of the conflict, leave the meeting room, and refrain from discussing said item. Upon completion of actions and motions on that matter, the conflicted committee member may return to the meeting room.

IX. Conduct of Proceedings

- A. The chair shall be the presiding officer and shall assume the place and duties as such immediately following such appointment. He or she shall preserve strict order and decorum at all meetings of the EDAC, state questions coming before the committee, announce the consensus outcome on all matters presented on the agenda. The chair shall vote on all questions.
- B. In the absence of the chair, the vice chair shall call the EDAC to order. In the absence of the chair and vice chair, the secretary shall call the EDAC to order, whereupon the remaining members of the EDAC shall elect one of their members to act as temporary chair. Upon arrival of the chair or vice chair, the temporary chair shall relinquish the chair at the conclusion of the item before the EDAC.

X. Rules of Debate

- A. *Presiding officer may debate and vote.* The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all committee members, and shall not be deprived of any of the rights and privileges of another by reason of his or her role as the presiding officer.
- B. *Getting the floor; improper references to be avoided.* Every committee member desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine him/herself to the question under debate, avoiding all personalities and indecorous language.
- C. *Interruptions.* A committee member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order or as herein otherwise provided. If a committee member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if in order, they shall be permitted to proceed.
- D. *Disqualification and Abstention.* A committee member may not disqualify him/herself and abstain from voting unless the reason for such disqualification is stated. Disqualifications and abstentions shall not be counted by the secretary except as such.

- E. *Silence constitutes affirmative vote.* Unless a committee member states that he or she is not voting, their silence shall be recorded as an affirmative vote.

XI. Meeting Minutes

- A. The minutes of the EDAC shall be retained by the secretary in permanent record. The secretary shall make a record only of such business that was actually passed by a vote of the EDAC and shall not be required to record any remarks of committee members or of any other person, except a special request of a committee member; provided further that a record shall be made of the names and addresses of persons addressing the EDAC, the title of the subject matter to which the remarks are related and whether they spoke in support of or in opposition to such matter.
- B. As soon as practical after each EDAC meeting, the secretary shall cause a copy of the minutes thereof to be made available to the public, upon request.
- C. Unless the reading of the minutes of the EDAC meeting is requested by a committee member and approved by majority vote, such minutes may be approved without reading if the minutes were provided in advance. Nothing may be added to the minutes, except, that they may be amended by a majority vote of the EDAC members to reflect correctly the business of the EDAC at such meeting.

XII. Rules of Order

Except as otherwise provided in this resolution, the latest edition of "Robert's Rules of Order, Revised" shall govern the conduct of the meetings of the EDAC. However, no resolution, proceedings or other action of the EDAC shall be invalidated, or the legality thereof otherwise affected by the failure or omission to observe or follow such rules.

It is the responsibility of the chair to control public debate so that repetitive or irrelevant remarks are not made; so that everyone has had a chance to speak before others speak for a second time, and so as to expedite the business at hand. No public member shall speak more than twice during the same meeting to the same question, not longer than three (3) minutes at one time without leave of the chair or presiding officer.

XIII. Decorum

- A. *By Committee Members.* During EDAC meeting, committee members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the EDAC, nor disturb any member while speaking or refuse to obey the orders of the EDAC or the presiding officer, except as otherwise herein provided.

- B. *By Other Persons.* Any person, while in attendance at any EDAC meeting, shall preserve order and decorum, and any person shall neither, by conversation or otherwise, delay or interrupt the EDAC proceedings or the peace of the committee. All speakers and presentations before the EDAC shall be directed to the EDAC, and not to staff or other members of the public. No person shall disturb any EDAC member while speaking or refuse to obey the orders of the EDAC or the presiding officer.

XIV. Motion to Adjourn

A motion to adjourn shall always be in order and shall be decided without debate.

XV. Attendance

- A. Each EDAC member shall attend every regular or special meeting unless unavailable with prior notice being provided to the chair and the secretary. The EDAC may excuse members if prior notice is given to the chair and/or secretary. In such an instance, the absence of a committee member shall be recorded in the minutes and classified as being excused if prior notice has been given.
- B. A maximum of six (6) absences (excused and unexcused) accumulated during any year beginning July 1 and ending June 30 shall constitute voluntary resignation from the EDAC.

XVI. Conflict of Interest

- A. Any EDAC member who has had a direct or indirect financial interest in any matter before the EDAC shall publicly state that there is a possible conflict of interest and excuse him/herself from the hearing for that item.

XVII. Amendments

These rules and regulations may be amended by the EDAC at any regular meeting by an affirmative vote of the members of the EDAC.