

## **WINDHAM Economic Development Committee Rules:**

### **SECTION I: GENERAL:**

The Windham Economic Development Committee (WEDC) was originally established in 2007 as a subcommittee of the Greater Salem Chamber of Commerce and authorized by the Windham Board of Selectmen. In order to better assist, counsel, and advise the residents of Windham, the Board of Selectmen, other Town Boards and Departments, and Windham businesses, both existing and proposed, on the merits of Economic Development, the WEDC is being formed as a Town of Windham Committee.

### **SECTION II: DEFINITIONS:**

- A) **WEDC** : Windham Economic Development Committee
- B) **Member of Windham Business Community**: A person who owns, manages, or works for a Windham business.
- C) **Windham Resident**: A resident of the Town of Windham who would not be considered a “Member of the Windham Business Community”, as defined above.

### **SECTION III: FUNCTIONS:**

#### A) MISSION STATEMENT:

The Windham Economic Development Committee’s mission is to enhance the vitality of the local economy by supporting existing business and attracting new businesses to Windham, encouraging economic development consistent with the Windham Master Plan, and promoting the spirit of the Town Motto: Old Values, New Horizons.

#### B) GOALS:

1. Promote growth in property valuation that generates tax revenue, which exceeds municipal costs, in order to reduce the tax burden on residents.
2. Promote Windham as a destination for new businesses.
3. Establish and nurture supportive relationships with existing businesses and property owners.
4. Provide input to the Board of Selectmen, Planning Board, and Zoning Board of Adjustment to project a welcoming and helpful image to the business community.
5. Provide education and outreach opportunities to encourage and facilitate economic development.
6. Work collaboratively and seek out support for Windham economic development from local, regional, and state organizations.

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7. Identify and pursue funding sources, on behalf of the Town, which would enable WEDC to meet the mission and goals set forth in this document.
8. Promote economic growth that provides employment opportunities in Windham.

**SECTION IV: ADMINISTRATION:**

A) MEMBERSHIP:

1. As established by the Board of Selectmen, the WEDC shall consist of eleven (11) voting members chosen in the following manner:
  - a) Eight (8) regular members, which are to be Members of the Windham Business Community or Windham Residents, to be appointed by the Board of Selectmen.
  - b) In addition to the eight (8) Regular members, there will be three (3) Ex-Officio members, one of whom shall be a sitting member of the Board of Selectmen, appointed by the Board of Selectmen annually; one of whom shall be a sitting member of the Planning Board, appointed by the Planning Board annually; and one of whom shall be a member of the Greater Salem Chamber of Commerce, appointed by the Chamber Board of Directors annually.
2. The terms of office for regular members shall be three years, except that in order to ensure a staggered appointment schedule, the initial appointments to the WEDC shall be as follows: three (3) members for three (3) year terms, three (3) members for two (2) year terms, and two (2) members for a one (1) year term. Terms shall run from July 1 to June 30.
3. The WEDC may recommend to the Board of Selectmen the removal of any member having unexcused absences from either three (3) consecutive meetings, or a total of five (5) unexcused absences in any one rolling 12 month period.
4. **CONFLICT OF INTEREST:** Members shall adhere to the Town of Windham's Conflict of Interest Policy (# WIN 1:00:05:87), a copy of which will be provided to each WEDC member upon appointment to the Committee.
5. **MEMBERSHIP REPLACEMENT:** When a vacancy occurs or when a membership term expires, the WEDC shall notify the Board of Selectmen, who shall then proceed to fill the vacancy using the Town's Appointment Guidelines.
6. **SUBCOMMITTEES:** Subcommittees may be established by WEDC to work on specific projects and/or initiatives and report back to the WEDC.

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- a) The Chair of the Subcommittee will be a member of WEDC and be appointed by the WEDC membership.
- b) Members of the Subcommittee are appointed by the WEDC but do not have to be members of WEDC, except for the Subcommittee Chair, and may be made up of residents and members of the Windham Business Community.
- c) All subcommittees must follow the requirements as outlined in NH RSA 91-A.

**B) MEETINGS:**

1. A quorum must be present in order to conduct any meeting. A quorum shall be a simple majority of the committee membership. Except as prescribed in other sections of these Rules, Committee decisions shall require a vote of the simple majority of members present at a meeting.
2. The WEDC meetings shall be open to the public in accordance with NH RSA 91-A, and be held, whenever possible, at a regular time and place to be determined by the first seated committee. The time and place of each meeting shall be posted in accordance with RSA 91-A. All records and minutes of WEDC meetings or actions shall be filed with the Town of Windham Office of Community Development and be made available to the public in accordance with State statutes.
3. Special meetings may be called by the Chairman provided that at least 2 business day's prior notice is given of the time and place. The time, place and business to be discussed shall be provided to each member of the WEDC and shall be posted in accordance with RSA 91-A.

**C) ELECTION OF OFFICERS:** The WEDC shall conduct annual elections in the month of July. Officers shall be the Chair, Vice Chair and Secretary. Ex-Officio members cannot hold Officer positions.

**D) DUTIES OF OFFICERS:**

1. The duties of the Chair shall be to:
  - a) Preside at all meetings of the WEDC
  - b) Set the agenda for all meetings, with input and recommendations from the Committee, as needed
  - c) Act as the voice of the committee, but only as authorized by the committee
  - d) Act as the liaison to the Office of Community Development, and to other Windham Boards and Departments
2. The duties of the Vice Chair shall be to assume the duties of the Chairman in his or her absence.

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3. The duties of the Secretary shall be to:
- a) Keep minutes of all meetings and proceedings of the WEDC and record any actions taken
  - b) Prepare and distribute draft copies of meeting minutes prior the next meeting
  - c) Supply a copy of each set of minutes to the Office of Community Development

**SECTION V: WAIVERS:**

Any provisions of these Rules may be temporarily waived by a majority vote of the Board of Selectmen for good cause shown.

**SECTION VI: AMENDMENTS:**

At least annually, or more often should the WEDC consider it necessary, the WEDC shall review these WEDC Rules and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be approved by the WEDC by a 2/3 majority vote of the full committee membership.

Written notice of intent to consider amendments must be publicly posted, provided to each member of the WEDC, and provided to the Board of Selectmen, at least fourteen (14) days prior to the Board of Selectmen meeting at which the proposed action is to be taken.

**SECTION VII: EFFECTIVE DATE:**

These Rules of Procedure shall be effective upon a majority vote of approval by the Board of Selectmen.

**Approved and adopted by the Board of Selectmen this 3rd day of May, 2010 and amended on October 7, 2013.**