

**PERTAINING TO THE DISSOLUTION OF CERTAIN COMMISSIONS AND  
THE CREATION OF THE ECONOMIC DEVELOPMENT ADVISORY  
COMMISSION**

**WHEREAS**, the Board of County Commissioners of Calvert County, Maryland (hereinafter, the "Board of County Commissioners") has established the:

- Economic Development Commission (the "EDC") by Resolution 44-83, as amended by Resolution 9-03;
- Tourism Advisory Commission (the "TAC") by Resolution 26-97, as amended by Resolutions 36-03, 41-06, and 06-08; and
- Agricultural Commission (the "AC") by Resolution 6-99, as amended by Resolution 10-00.

**WHEREAS**, the EDC, TAC and AC all share responsibility to advise the Board of County Commissioners on business-related issues, and to expand and enhance the business opportunities in Calvert County;

**WHEREAS**, a study conducted on a trial basis found that coordinated meetings of the EDC, TAC and AC resulted in: effective and better coordinated outreach opportunities as clustered industries were included in the larger discussions of economic development, tourism and agriculture; identification of synergies and partnership opportunities; and better discussion and collaboration among industry and staff resulting in more responsive and dynamic interaction between staff and the business community, better use of staff time with less overlap and discussion on departmental initiatives, staff events and activities, text amendments and general topics relating to economic development;

**WHEREAS**, based upon the outcome of the study and consultation with others, staff has recommended dissolution of the EDC, TAC and AC and consolidation of the missions of the EDC, TAC, and AC with the objective of advising the Board of County Commissioners and Director of Economic Development by sharing ideas, solutions, and creative approaches to business and economic development and related issues facing Calvert County; and

**WHEREAS**, after considering staff's recommendation, the Board of County Commissioners concurs that achieving the objectives of the EDC, TAC and AC are better served by and warrant coordinated effort that could be achieved by a single Economic Development Advisory Commission.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners that Resolutions 44-83, 9-03, 26-97, 36-03, 41-06, 06-08, 6-99, and 10-00 are hereby REPEALED, if not repealed previously;

**BE IT FURTHER RESOLVED** by the Board of County Commissioners that there shall be an Economic Development Advisory Commission with the following:

**1. Authority.**

- A. The Board of County Commissioners hereby establishes the Economic Development Advisory Commission and vests authority within that Commission to:

1. Serve in an advisory capacity to the Board of County Commissioners and Director of Economic Development on business and economic development programs, policies and initiatives;
  2. Provide information pertinent to the County's business, economic, and industrial resources and opportunities;
  3. Make recommendations on business and economic development issues and solutions to the Board of County Commissioners and Director of Economic Development;
  4. Assist in the implementation of the County's Economic Development 5-Year Strategic Plan;
  5. At the request of the Director of Economic Development, provides expertise and support to the Director on matters relating to the Strategic Plan, committees, working groups, (i.e., to include but not limited to workforce working group, attraction and retention, By-laws working group, outreach working group and other that the Director may deem relevant and appropriate);
  6. At the request of the Director of Economic Development, provides expertise and support on business engagement strategies in relation to economic development priorities and initiatives;
  7. At the request of the Director of Economic Development, provides feedback or recommendations to the Board of County Commissioners as they relate to policy issues affecting economic development;
  8. Actively pursue input from the business community to promote retention and expansion of existing businesses and assist the County in an overall balance in the development, business location, and business activities within the County;
  9. Actively work to achieve the goals of sound and sustainable economic development while recognizing the need to respect the natural resources, beauty, and environment of Calvert County;
  10. Assist in encouraging private/public collaborations developing and enhancing the ability of the County to create and advance a shared vision among all stakeholders for ongoing prosperity and economic health of the community;
  11. Proactively recruit or otherwise participate as needed as an ambassador in the recruitment of new businesses and in promoting the attributes of Calvert County to business prospects.
- B. The Commission shall have no authority to supervise or direct the Director of Economic Development or County staff.
- C. The Commission shall have no authority to hire its own employees or independent contractors.

## **2. Membership.**

- A. The Economic Development Advisory Commission shall consist of 15 members. Members will be recommended by the Director of Economic Development and shall be approved by the Board of County Commissioners. The members shall have private sector experience and/or expertise in the areas identified and for which he/she is appointed.
- B. The members shall represent a diversity of industries including but not limited to; construction, manufacturing, agriculture, hospitality, healthcare and professional services and provide a fair representation from all three voting districts of Calvert County.

- C. Members shall be appointed for three-year terms and no Commission member shall be eligible to serve more than three (3) consecutive full terms. Upon creation of the Commission, each member shall be assigned a term of up to three-year to stagger appointments.
- D. At the request of the Director of Economic Development, the Commission may choose to include additional *ex officio*, non-voting members representing strategic partner organizations as warranted and approved by 2/3rds vote of the voting members of the advisory commission.
- 3. Officers.** The Economic Development Advisory Commission shall elect by majority vote the Chairperson and Vice Chairperson from among its membership annually.
- A. Duties and Responsibilities of the Chairperson include:
1. Provide leadership to the Commission in carrying out its purposes;
  2. Serve as the official voice/spokesperson for the Commission;
  3. Develop agendas and preside over Commission meetings;
  4. Sign documents approved by a majority of the Commission that require the signature of a Commission official;
  5. Communicate as needed with the Director of Economic Development, providing information about relevant developments and activities;
  6. Put motions to a vote and announce the results of the vote; and
  7. Present an annual report to the Board of County Commissioners to document the achievements of the past twelve months and forecast future plans.
- B. Duties and Responsibilities of the Vice-Chairperson include performing the duties and responsibilities of the Chairperson in her/his absence, and, when so acting, shall have all the powers of and be subject to all restrictions governing the Chairperson.
- 4. Compensation.** Members shall serve without compensation.
- 5. Resignation.** Any member of the Economic Development Advisory Commission may resign at any time by providing written notice to the Board of County Commissioners.
- 6. Removal.**
- A. The Board of County Commissioners retains the authority to remove any member on its own initiative or based on recommendation of a majority vote of the Economic Development Advisory Commission, when, in its discretion, the best interest of the community or Commission would not be served by continued membership.
- B. The Chairperson shall notify the Board of County Commissioners if a member of the Economic Development Advisory Commission misses three (3) scheduled meetings in any twelve (12) month period without an excused absence. The Board of County Commissioners shall remove and replace such member.
- 7. Rules and Support**
- A. Economic Development Advisory Commission members shall abide by and fully comply with the Calvert County Code of Ethics, as amended from time to time.

- B. No Commission member shall cast a vote on any matter where a conflict of interest may exist.
- C. In any instance where the determination of a conflict of interest is uncertain, the Commission may request a determination of conflict of interest from the Calvert County Ethics Commission.
- D. A quorum shall consist of a majority of the voting members.
- E. The Calvert County Department of Economic Development shall provide support personnel as may be required by the Economic Development Advisory Commission. The Calvert County Attorney's Office shall provide legal support to the Economic Development Advisory Commission.
- F. The Board of County Commissioners shall provide such meeting space, supplies, and equipment as may be required by the Economic Development Advisory Commission to perform its duties.
- G. All meetings shall be conducted in accordance with *Roberts Rules of Order Newly Revised*, unless they are inconsistent with the approved Rules or this Resolution.
- H. There shall be one vote per Commission member. The Chairperson is entitled to vote on any item before the Commission unless precluded by operation of the Calvert County Code of Ethics.
- I. A tie vote for and against a motion means that a motion fails.

## 8. Meetings

- A. The Economic Development Advisory Commission shall meet not less than once a quarter.
- B. Notice of all meetings of the Commission shall be in accordance with the Maryland Open Meetings Act.
- C. The regular meetings of the Commission shall be held at a place, on dates and at times decided by the Department of Economic Development staff.
- D. The Commission may meet in special meetings at the call of the Chairperson, or the Vice-Chairperson in the absence of the Chairperson, or at the request of two-thirds of the Board members.
- E. Matters considered at a Special Meeting are limited to the purpose/agenda contained in the notice of the meeting.
- F. Adequate notice of all Special Meetings will be provided to all Commission members.
- G. All meetings are open to the public, except that the Commission may meet in closed session or adjourn an open session to meet in a closed session in accordance with the Maryland Annotated Code, General Provisions Article, § 3-305, as amended from time to time.
- H. Any meeting of the Commission may be conducted by telephone conference call provided that Commission members and the public are given at least three-day notice prior to the meeting and a full duplex telephone system is used with provision for a location where the public who may wish to observe the meeting may listen to the entirety of the meeting as it is occurring.

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**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation without publication of a fair summary.

**DONE**, this 10<sup>th</sup> day of October 2017 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5  
Nay: 0  
Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**

Maureen L. Frederick  
Maureen L. Frederick, Clerk

Tom Hejl  
Tom Hejl, President

Evan K. Slaughenhaupt  
Evan K. Slaughenhaupt Jr., Vice-President

Mike Hart  
Mike Hart

Approved for form and legal  
sufficiency:

John B. Norris, III  
John B. Norris, III, County Attorney  
10/2/17

Pat Nutter  
Pat Nutter

Received for Record..... 10/11....., 20...17  
at..... 10:26 o'clock..... A..... M. Same day  
recorded in Liber KPS No. .... 52.....  
Folio..... 418..... COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.

Steven R. Weems  
Steven R. Weems

Garry P. Smith