



Economic Development Citizens Advisory Committee

Town of Merrimack

By-Laws

Mission Statement

The primary purpose of the Economic Development Citizens Advisory Committee is to serve as a resource to the Merrimack Town Council for information and ideas related to the economic development of the Town of Merrimack.

The Economic Development Citizens Advisory Committee exists to develop and nurture a local environment conducive to economic growth of the Town's current resident businesses and to attracting outside business entities to locate within the Town.

Article 1

Committee Membership and Duties

The governing body of the Economic Development Citizens Advisory Committee, hereunder known as "the EDCAC" or "the Committee," shall consist of a maximum of eleven (11) persons appointed by the Merrimack Town Council.

The Members shall be appointed by the Town Council for terms of three (3) years, staggered among the Members. The Town Council shall appoint one (1) non-voting Town Council representative annually.

At their first meeting after July 1st of each year, the Members shall elect Committee leaders as provided in Article 2 below, from among the Membership of the Committee, each of whom shall hold office for one (1) year or until their successors are elected, whichever shall come later in

time. Vacancies in the Leadership that may occur during the year shall be filled by nomination and selection by the Members from among the Membership of the Committee. The person so selected to fill such vacancy shall hold office until the expiration of the term of the office to which selected.

If a Member has three (3) unexcused absences from Committee meetings during a fiscal year (July 1 through June 30), the Chairman, after a ratifying vote by the majority of the Members, shall notify said Member of his/her dismissal from the Committee.

Article 2

Leadership Positions and Duties

The Leadership of the Committee shall be a Chairman, Vice-Chairman, and Secretary.

The Leadership shall have the general care and management of the Committee and its activities and affairs. The Leadership may appoint sub-committees and other officers as it may deem necessary.

The Chairman shall exercise general supervision and management of the affairs of the Committee, shall give notice of the meetings, and shall perform all of the duties of the office which may be prescribed by law or by vote of the Committee.

The Vice Chairman shall act as Chairman in the absence of the Chairman and shall perform such other duties as may be prescribed by vote of the Committee. When acting as Chairman, the Vice Chairman shall have all of the authority and powers of the Chairman.

The Secretary shall keep a record of all meetings of the Committee and shall perform other duties as may be prescribed by law or by vote of the Committee.

Article 3

Quorum and Voting Procedures

A majority of the Membership of the Committee shall constitute the quorum necessary to transact business at any meeting. A Member may leave a meeting after notice to the Chairman. Provided there is not loss of quorum as determined by the Chairman, the Committee may continue to transact business. However, a loss of quorum shall require a recess or adjournment of the meeting.

A motion, duly seconded, shall be passed by a majority of Members present and voting in the affirmative. The Chairman shall not make a motion while chairing a meeting of the Committee. After all discussion of the motion by Committee Members has been completed, the Chairman shall call for a vote on the motion by the Committee. If the vote is not unanimous, the minutes

of the meeting shall indicate Members in favor, opposed, or abstaining, by name. A motion is carried only by the majority of the voting Members present.

Article 4

Conflicts of Interest

No Member of the EDCAC shall vote on any issue before the Committee in which the Member may have a conflict of interest. Conflict of interest shall include, but is not limited to, a financial interest in, and/or professional representation of, an entity or project being considered by the EDCAC. The definition of “conflict of interest” is provided in the Town of Merrimack Charter, Section IX , Paragraph 9-3 a & b.

Article 5

Amendment Procedures

The Committee may change its name or amend these By-Laws. Such action shall be recommended to the Town Council for approval by majority vote of the Committee’s Members at a meeting duly called for that purpose.

Article 6

Committee Procedures

New Hampshire RSA 91-A and other applicable New Hampshire state statutes and Merrimack Town Ordinances and/or procedures shall govern all actions of the Committee.

The Committee shall not use e-mail for any policy or decision-making activities, but only for information-sharing and non-official communication.

Approved by the Merrimack Town Council: May 26, 2011