



## **EAST ROSWELL ECONOMIC ACTION COMMITTEE<sup>1</sup>**

### **CHARTER<sup>2</sup>**

#### **ARTICLE I: NAME**

The name of this body shall be the **East Roswell Economic Action Committee** (hereafter called the “committee”).

#### **ARTICLE II: PURPOSE**

The purpose of the committee shall be to unilaterally, by majority vote of the committee, make findings and recommendations to the governing body (Mayor and Council) on ways to stimulate and revitalize areas east of Warsaw Road.

#### **ARTICLE III: COMMITTEE**

##### **Section I. Number, Terms, Qualifications**

The committee shall consist of ten (10) community volunteers AND the city administrator or his/her designee AND the community development director or his/her designee. These two city-employee-appointees shall act in an ex-officio capacity. The city administrator or his/her designee shall act as the Executive Secretary to the committee and shall be the only member of the committee permitted to direct city resources.

The initial term for this entire committee is one year and will end on February 8, 2020. Committee members may hold committee membership until a successor is appointed.

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<sup>1</sup> Enable by City Council Resolution No. 2018-06-36

<sup>2</sup> This Charter is for committee purposes only and is not legally binding

The appointed volunteer members of the committee shall be comprised of seven Roswell residents currently living east of Warsaw Road AND/OR business owners or managers of businesses located in Roswell on the east side of Warsaw Road. Three of the 10 volunteer committee members should have the following background/experience: one member should be the Executive Dir. of Roswell Inc., one member should be from the Roswell Downtown Development Authority, and one member should have expertise in shopping center/shopping plaza operation/development. The DDA member and the member with shopping center/shopping plaza expertise must live or be a business owner or manager of a business east of Warsaw Road

## **Section II. Appointment**

Appointments to this committee shall be by unanimous vote of the governing body.

## **Section III. Committee Responsibilities**

The Committee shall:

- a) Be subordinate to and under the direction of the governing body.
- b) Dedicate all of its time to the study of economic development as it relates specifically to the east side of Roswell.
- c) Develop and execute a committee work plan.
- d) Provide a written report on the committee's work to the governing body at least quarterly.
- e) Transmit a final report including recommendations for the governing body to consider with regard to economic development initiatives on the east side of Roswell.
- f) Annually review this charter and provide recommendations on changes to the governing body as appropriate.

## **Section IV. Attendance at Meetings**

Committee members are expected to attend all called and special meetings of the committee. Committee members should inform the committee officers of an anticipated absence prior to the meeting being missed. Multiple absences may result in removal from the committee.

## **ARTICLE IV. OFFICERS**

### **Section I. Officers**

The officers of the committee shall be a chairman, vice-chairman, and secretary.

### **Section II. Nomination and Election of Officers**

Election of officers shall take place annually. Any voting member may nominate any other voting member of the committee to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

### **Section III. Terms of Officers**

Officers of the committee shall be for a term of one (1) year commencing upon appointment.

### **Section IV. Vacancies**

A vacancy in office because of resignation, removal, or otherwise may be filled by governing body for the unexpired portion of the term.

### **Section V. Chairman**

The Chairman shall prepare all meeting agendas, preside at all meetings of the committee, have the authority to call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the written report to the governing body as outlined in Article III, Section III(d), report as requested by governing body, and appoint subcommittees of the committee as needed.

### **Section VI. Vice Chairman**

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

### **Section VII. Secretary**

The Secretary, in collaboration with the city administrator or his/her designee, shall record and maintain accurate records and minutes of the proceedings of the committee.

## **ARTICLE V. MEETINGS**

### **Section I. Regular Meetings**

All meetings of the committee shall be open for attendance by the public. The committee shall meet at least once a month with the location, time and date to be determined by the committee and publicly posted in accordance with the open meetings statutes.

### **Section II. Quorum**

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting. The quorum requirement is satisfied when six (6) committee members are present; does not include members serving in an ex-officio capacity.

### **Section III. Special Meetings**

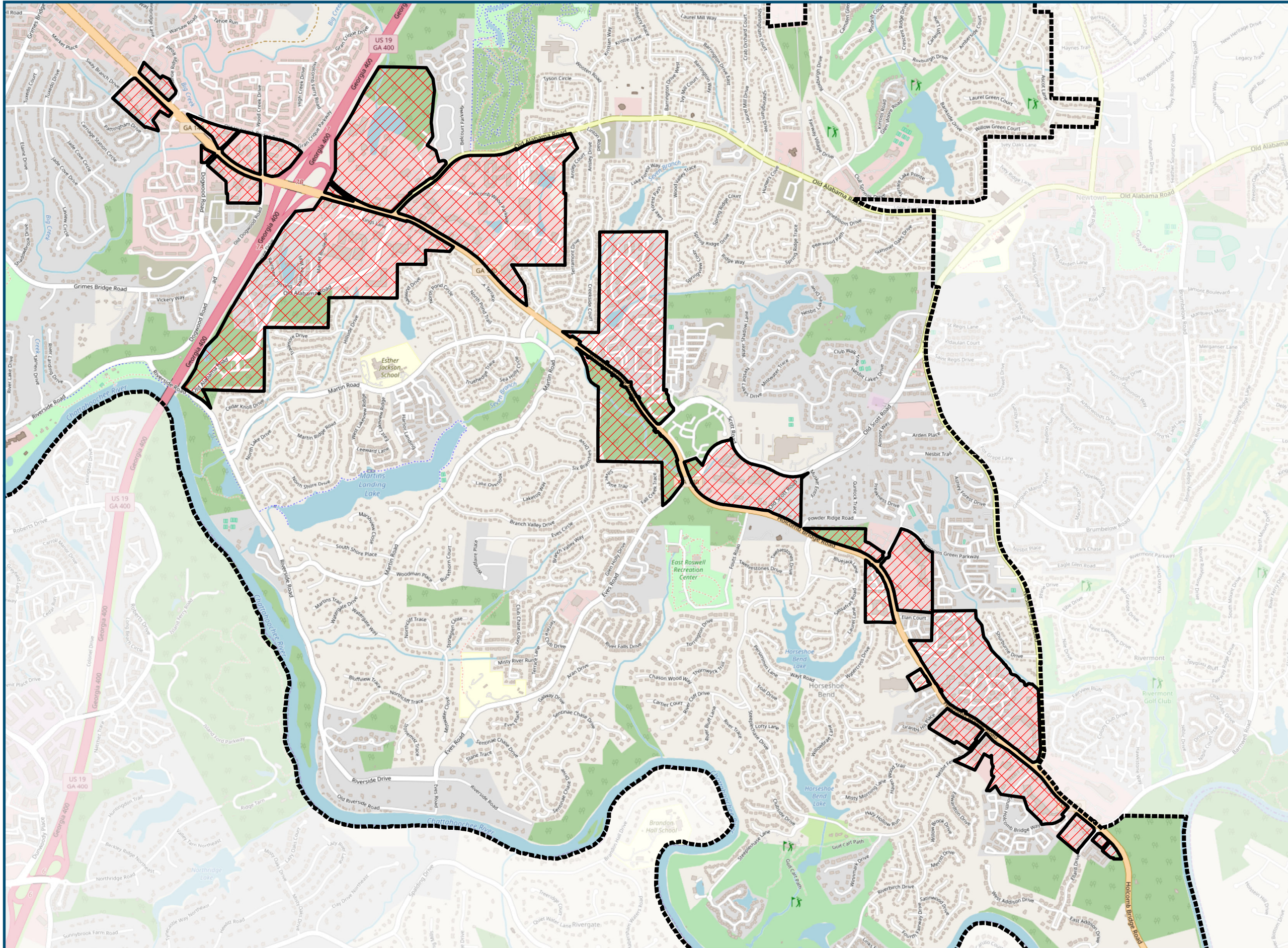
Special meetings may be called by the Chairperson or by simple majority of the committee.

### **Section IV. Procedure**

This committee shall generally adhere to the meeting procedures outlined in the latest edition of Robert's Rules of Order when executing its work.

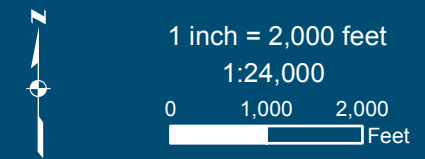


# East Roswell Economic Action Committee



## Legend

-  Study Area
-  City Limit



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