



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
Rio Grande Valley Economic Development Advisory Committee
(RGVEDAC) Bylaws



Article I: Organization:

The official designated name of the advisory committee shall be Rio Grande Valley Economic Development Advisory Committee (RGVEDAC). The official acronym shall be “EDAC.”

Article II: Responsibilities:

These Bylaws (referred to as the Bylaws) govern the affairs of the Rio Grande Valley Economic Development Advisory Committee (RGVEDAC), a collaborative of EDO’s (Economic Development Organizations) and economic development practitioners.

The advisory committee shall provide policy guidance, programmatic coordination, and/or recommendations relative to the function and scope of the committee, or as otherwise directed by LRGVDC Board of Directors. Committee progress, updates, and recommended actions shall be presented for discussion and/or required approvals during regular meetings of the LRGVDC Board of Directors by the LRGVDC staff liaison. As per Article VI of these bylaws, the EDAC shall recommend amendments as appropriate to support the functions of the committee.

Article III: Purpose & Function:

The purpose of the advisory committee is to educate, promote, foster, and coordinate community and regional planning efforts on economic development in the Rio Grande Valley, and other social impacts of existing, new or proposed regulations, policies, and control regarding economic development. The advisory committee will provide advocacy, guidance, technical assistance, and information to the LRGVDC Board on priority matters of economic development.

Mission:

The mission is to successfully promote the economic expansion and diversification of communities in the region and to engage area EDO’s and those associated with regional economic development.

The Advisory Committee shall carry out the following functions and/or objectives:

1. **Engagement** - To engage in activities for the purpose of generating opportunities that will result in economic expansion & diversification of the region.
2. **Coalition Building & Partnerships** - To bring together economic development stakeholders of the region in order to provide opportunities for the amplification of knowledge, the sharing of experience, the development of professional relationships, and collaboration. Maintain strong

communication links among federal, state, county, local government, individual citizens and all other stakeholders.

3. *Transforming* - To advance activities to improve workforce education and training for the purpose of strengthening the economic competitiveness of the region.
4. *Comprehensive Economic Development Strategies (CEDS)* - This committee will strengthen the CEDS for the region, as well as assist in the input, development, and coordination of that regional plan.

Article IV: Membership:

This committee will reflect a broad range of interest in economic development. Natural persons, associations, corporations, businesses, partnerships, cooperatives, government entities, educational entities, EDO's, having an interest in, and who agree with, the general purposes and objectives of the Advisory Committee may be admitted to membership.

Advisory Committee members are comprised of representatives from organizations, stakeholders, and individuals complimentary towards the scope of the committee, with regionally diverse representation, as recommended by the EDAC and approved by the LRGVDC Board of Directors.

A general call for membership will be held on an annual basis. Any unfilled positions in a category shall be offered to the next eligible and participating city from another category.

The Committee will consist of 18 voting members from the region as listed below:

a. Composition.

• Cameron County	(1) Representative
• Hidalgo County	(1) Representative
• Willacy County	(1) Representative
• Large City (>50K Pop.)	(3) Representatives
• Medium City (10K – 50K Pop)	(2) Representatives
• Small City (<10K Pop.)	(1) Representative
• Special EDO (<i>One from each County</i>)	(3) Representatives
• Institute of Higher Education	(2) Representatives
• Texas Workforce Development	(2) Representatives
• Members at Large (members that represent those economic, social, & ethnic interests that are not represented by other directors)	(2) Representative

TOTAL (18) Representatives

b. Qualifications.

1. All committee members must be within the LRGVDC boundary area and reside or work in the county they are to represent.
2. Representative must either be an elected official of the representing county or designated stakeholder with the professional qualifications to serve as the most applicable representative. Representative shall not be for-profit and otherwise representing outside interests.

c. Voting.

Each member, in good standing, shall be entitled to one vote on each matter submitted to a vote of the members at Advisory Committee meetings. A member in good standing is one who is in compliance with submission of application for membership/registration and is not deemed to be of a detriment to the goals, objectives and the Advisory Committee overall. Typically, the Chair's vote will be utilized as a tie-breaker. Each member must be present at the meeting to cast a vote.

d. Officers.

The Advisory Committee shall consist of the following officers, as elected by the EDAC. Officers shall begin term upon EDAC action item approval.

- Chair - Shall preside at meetings.
- Vice-Chair - Shall act on behalf of Chair during absence.

Officers may only be selected from current committee representatives. The appointment of an officer shall only be granted to a specific individual (not membership composition category representative). Only individuals elected may carry out the functions of the officer. The chair and/or vice chair must preside over the meeting in person.

e. Service Terms. (Officers and Representatives)

Advisory committee officers and representatives shall be appointed to four (4) year staggered terms with elections occurring in May on odd numbered calendar years. During the inaugural term, lots will be drawn to determine which (8) positions conclude in calendar year 2024. A member may be reappointed to multiple terms without term limits; however, must be re-designated each term by LRGVDC Board of Directors. A letter of intent to continue service will be asked for members seeking reappointment.

f. Attendance.

Members who fail to attend three (3) consecutive meetings shall be subject to removal from the Advisory Committee.

g. Alternates

Members of the Advisory Committee shall designate (1) one alternate who will have full voting privileges during a member's absence. Alternates must confirm on record as part of Advisory Committee minutes and shall meet all membership qualifications.

h. Vacancies.

A vacancy occurs when:

- Term expires without reappointment;
- Member voluntarily resigns;
- Member is physically unable to perform duties of committee; or
- Disqualification of representation
- LRGVDC Board of Directors removes committee member due to conduct or other business-related reasons.

Vacancies shall be filled through committee level selection and recommendation process and approved by LRGVDC Board of Directors. The recommendation process shall consist of an announcement of the vacancy at the LRGVDC Board of Directors monthly meeting, a recommendation form, and resume submittal to LRGVDC Staff. The committee will then review the qualifications and make a recommendation to the LRGVDC Board of Directors.

The EDAC shall recommend revisions to the selection process, as appropriate to support the functions of the committee.

i. Conduct.

Each Advisory Committee member shall maintain professionalism and objectivity when carrying out business of the Committee. Conduct unbecoming of an appropriate representation shall be addressed by LRGVDC staff liaison or executive director and, committee member may be removed by LRGVDC Board of Directors.

j. Conflict of Interest.

All Advisory Committee members must disclose perceived or actual conflicts of interest and/or abstain from applicable votes. It is the responsibility of each Committee Member to discharge his or her duties in those respective capacities in good faith, in a manner the person reasonably

believes to be in the best interests of EDAC and LRGVDC, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A conflict of interest is defined as referring only to personal, proprietary interests of the persons covered by this policy and their immediate families. Committee members shall not be present during presentations involving funding and/or prioritizations.

k. Ex-Officio Membership:

As an inclusive resource to the region, executives and administrators representing publicly-funded, official-capacity federal and state organizations designated to provide economic development management, disaster recovery, community resilience and/or economic development quality services and resources shall serve as ex-officio, non-voting member. Ex-officio members shall not count towards establishment of a quorum and may include agencies such as, but not limited to:

- South Texas College (STC)
- Economic Development-Office of the Texas Governor (Governor's)
- Texas State Technical College (TSTC)
- U.S. Department of Housing & Urban Development (HUD)
- U.S. Economic Development Department (EDA)
- Council of South Texas Economic Progress (COSTEP)
- Prairie View A&M University (PVAMU)

Article V: Procedures:

a. Meetings.

Regular meetings shall be held at least quarterly with written notice and agenda submitted to all members at least (3) business days prior to meeting date. Special meetings may be called more frequently at the discretion of the Advisory Committee or a LRGVDC designated staff liaison with written notice and agenda submitted to all members at least (3) business days prior to meeting date. Advisory Committee meetings shall be conducted under Robert's Rules of Order.

b. Frequency.

The EDAC shall, to the extent practical, meet at least (3) times per year. The LRGVDC CEDS program staff will be responsible for scheduling and coordinating the meetings of the EDAC.

c. Quorum.

For purposes of the transaction of business by the EDAC, a quorum shall be a simple majority of the members present, with no less than nine (9) persons present for quorum. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.

d. Minutes.

A designated LRGVDC staff member shall maintain the minutes of each Advisory Committee meeting. Minutes shall be reviewed and approved as a standing agenda item.

e. Subcommittees.

The Advisory Committee shall maintain the option to designate standing, technical, ad-hoc and/or temporary subcommittees within scope to improve the recommendations and nature of the advisory committee. Subcommittee activity updates shall be recorded at Advisory Committee meetings.

f. Open Meetings.

EDAC Advisory Committee meetings shall be open to the public and generally subject to the Texas Open Meetings Act.

Article VI: Amendments:


The Advisory Committee shall propose amendments to bylaws by subcommittee recommendation, regular, or special meetings; however, shall not be effective or approved until formal action is taken by LRGVDC Board of Directors as per Article II.

Bylaws Adoption/Amendment History.

Adopted Date:

5/29/2024

By:


LRGVDC Board President