

ECONOMIC DEVELOPMENT ADVISORY BOARD POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the **Economic Development Advisory Board**.
2. The Orange County Board of Commissioners may establish and appoint an advisory board whose duty is to serve in an advisory capacity to Orange County's Economic Development department in support of its core mission of encouraging economic development within Orange County.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. North Carolina General Statute 158-8 grants boards of county commissioners the authority to establish economic development advisory boards.
3. The Orange County Advisory Board Policy serves as the underlying policy document to which the **Economic Development Advisory Board**, in addition to this policy and procedure document, is subject.
4. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document, this Policies and Procedures document shall control.

C. Charge

1. The charge of the **Economic Development Advisory Board** is as follows:
 - a) Work cohesively with Orange County's Economic Development staff and their economic development partners to position Orange County as a competitive location for business opportunities.
 - b) Although the **Economic Development Advisory Board** membership will represent a variety of business and geographic interests, the **Economic Development Advisory Board**, as a whole will work together for the good of Orange County as a whole.
 - c) The **Economic Development Advisory Board** will function under the guidelines for growth set out in Orange County's Land Use Plan.
 - d) The **Economic Development Advisory Board** shall provide an Annual Report to the Board of County Commissioners, summarizing its activities, successes and programs of the past year.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. Support and encourage commercial and industrial growth in Orange County.
2. Create desirable jobs for Orange County's citizens.

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B. Objectives

1. Meet with prospective clients, and be involved with select economic development endeavors;
2. Participate and advise in discussions, evaluations, and decisions on appropriate economic development uses of the proceeds from the quarter cent sales tax;
3. Craft, analyze and promote economic development initiatives;
4. Identify and review potential new markets;
5. Assist in planning economic development policy;
6. Actively engage in stimulating community discussions on economic development issues;
7. Assist with the small business loan program;
8. Set priorities on the location and type of infrastructure (water, sewer, fiber) for the County's Economic Development Districts;
9. Help determine how Orange County might partner with the towns on economic development initiatives; and
10. Assist and advise on the recommended areas suitable for economic development and commercial nodes.

SECTION III: MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

B. Composition

1. The **Economic Development Advisory Board** is composed of **10** voting members. Members shall include representatives from the following sectors:
 - a. Orange County's **core business community**, including banking, construction, manufacturing, architecture, real estate, legal, development, utility management, etc.
 - b. An individual who represents **agriculture**;
 - c. An individual actively involved in **entrepreneur** activities;
 - d. An individual representing the **University of North Carolina at Chapel Hill**, preferably involved in the development activities, such as planning for Carolina North, or on the foundation side of business development;
 - e. The **tourism** sector represented by an individual involved in retail and/or hospitality, such as a restaurant or hotel manager, or someone involved in the arts;
 - f. An individual representing the **nonprofit** sector; and

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SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by the Economic Development department to familiarize the advisory board members with the operation of County government, the Economic Development department rules, and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within **four** weeks of his or her appointment. Additional training will be developed as needed.

SECTION VI. BY-LAWS

A. By-Laws

1. Any bylaws adopted by the **Economic Development Commission or Economic Development Advisory Board** are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. The **Economic Development Advisory Board** shall, for the purposes of conducting discussion and debate only, follow the Rules of Procedure for the Board of County Commissioners.
3. Should the **Economic Development Advisory Board** determine modifications to policies and procedures are necessary, the **Economic Development Advisory Board** may petition the Board of County Commissioners for such modifications.