

**Proposed Bylaws
For
The Canton Economic Development Agency**

Article I: Name of Agency
Canton Economic Development Agency

Article II: Authority of Council
Town of Canton Board of Selectmen

Article III: Mission of the Canton Economic Development Agency
To fostering and support economic development to make Canton a better place to live, work, raise a family, conduct business, and enjoy a high quality of life.

Article IV: Purpose of the Canton Economic Development Agency
(See State Statute; Sec. 7-136. Municipal Economic Development Commissions)

- Conduct research into the economic conditions and trends within the agency's municipality;
- Make recommendations based on research for the improvement of economic conditions and foster optimum development strategies within the agency's municipality;
- Coordinate economic activities of and cooperate with unofficial bodies organized to promote economic development and sponsor, fund, and support activities to further this purpose.

Article V: Duties of the Canton Economic Development Agency
(See State Statute; Sec. 7-136. Municipal Economic Development Commissions)

Article VI: Membership of Canton Economic Development Agency
(See State Statute; Sec. 7-136. Municipal Economic Development Commissions and Town of Canton Ordinance No.137)

Article VII: Canton Economic Development Agency Officers & General Members

1. Agency Chair

Appointment by Canton Economic Development Agency (CEDA) members at the beginning of each calendar year.

Responsibilities:

- *Set agenda, guide discussion, coordinate suggestions and provide clarity to issues;*
- *Coordinate agency communications;*

2. Agency Secretary

Appointment by CEDA members at the beginning of each calendar year.

Responsibilities:

- *Take meeting minutes, write, publish and distribute established policy and;*
- *Maintain council records.*

3. General Member

(See State Statute; Sec. 7-136. Municipal Economic Development Commissions)

Responsibilities:

- *Represent the needs and concerns for the Town;*
- *Disseminate information/champion efforts established and approved by the agency.*

Article VIII: Canton Economic Development Agency Meeting Constitution

1. Regular meetings will be held the second Tuesday of every month;
2. Special meetings will be held on an as needed basis;
3. All regular and special meetings must maintain a quorum of members to be official;
 - 3.1. A quorum is defined by a minimum of three (3) members.
4. Meeting agendas must be posted no later than 24 hours prior to meeting time;
5. Meeting Structure
 - 5.1. Meeting commencement;
 - 5.2. Informational Presentations;
 - 5.3. Approval of previous meeting minutes;
 - 5.4. Announcements;
 - 5.5. Presentations of sub-committee or other town council, committee or agency reports;
 - 5.6. Old business;
 - 5.7. New business and;
 - 5.8. Meeting adjournment

Article IX: Canton Economic Development Agency Voting Procedure

1. Simple majority of members required to pass motions
2. Voting will be recorded using a roll call process
3. Town government representation is a non-voting member

Article X: Canton Economic Development Agency Communications

1. Discussions involving agency activities, initiatives or happenings and a quorum of agency members should be limited public agency meetings.
2. Electronic forms of communications (email, texting, social networking sites, etc...) can be used to communicate general information (e.g., Agenda items, meeting schedules, support/research information, etc...) However, email communications involving a distribution (as defined by a quorum) must originate from a Town of Canton sponsored email address.
3. All commentary on or narrative relating to agency activities, initiatives or happenings should be communicated during public agency meetings.

Article XI: Canton Economic Development Agency Resolution

The selection and pursuit of agency projects as well as the construction and presentation of agency reports will be based on the following criteria (in order of criteria precedence):

1. The objective or purpose must correlate or contribute to the mission of the agency;
2. The methods used to collection, analyze and present economic development data must be objective and provide a comprehensive perspective and;
3. Agency recommendations must benefit the Canton community at large.

Examples of measures for projects for consideration:

- *Will the outcome of the proposed project enable the agency to make a recommendation to fulfill its mission?*
- *Will the pursuit of the proposed project use agency resources effectively?*