

Rural Economic Development Council BY-LAWS

ARTICLE I: Name

The name of the organization shall be Loudoun County Rural Economic Development Council, hereafter referred to as the "Council".

ARTICLE II: Mission

The mission of the Council is to promote the sustainable economic growth and vitality of Loudoun County's agricultural, horticultural, equine and other rural industries.

The purposes of the Council are as follows:

1. Recommend to the Loudoun County Board of Supervisors (hereafter referred to as the "Board") a Rural Economic Development Strategy to carry out the recommendations contained in the Revised General Plan; coordinate the implementation of that plan between and amongst the Department of Economic Development, the Loudoun Chamber of Commerce, Visit Loudoun, the Small Business Development Center, Loudoun's towns, and other agencies that support economic development in Loudoun; and it will recommend strategic changes/updates to the Board no less than yearly;
2. Furnish information and provide recommendations to the Loudoun County Board of Supervisors (BOS) relative to programs and policies affecting the economic growth and development of Rural Loudoun County;
3. Review significant projects, policies, and programs that effect rural economic development as determined by the BOS;
4. Provide a forum through which agricultural industry and rural business sector leaders meet to exchange ideas and experiences relative to rural economic development practices and policies;
5. Provide support and advice to the Department of Economic Development relative to rural economic development, marketing, and promotion activities among the several public and private groups engaged in such activities throughout the county; and,
6. Monitor and evaluate year-over-year change in the Rural Economy as prepared by the Department of Economic Development.

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*

ARTICLE III: Membership

A. Membership Categories

Membership shall consist of up to a maximum of twenty five (25) persons appointed by the Board of Supervisors from three (3) groups of members as follows:

1. Group A Members (5): Voting Board/Commission Representatives
The following shall be appointed as members of the Council:
 - a. Representative, Economic Development Advisory Commission;
 - b. Representative, Loudoun Soil and Water Conservation District;
 - c. Representative, Loudoun County Farm Bureau;
 - d. Representative, Visit Loudoun;
 - e. Agricultural District Advisory Committee;

2. Group B Members (16): Voting Industry
Council Members shall be appointed through the nominating process described below to represent, to the extent practicable, specific industries as follows:
 - a. Production agriculture;
 - b. Banking and finance, Real Estate/Conservation;
 - c. Rural-based business;
 - d. Professional services;
 - e. Agribusiness;
 - f. Wine industry;
 - g. Horticultural industry;
 - h. Equine industry;
 - i. Environmental Resources;
 - j. Outdoor Recreation;
 - k. Education;
 - l. Direct Marketing;
 - m. Bed and Breakfast/Rural Lodging Establishment;
 - n. Historic Tourism Property;
 - o. Arts & Culture;
 - p. Craft Beverage industry;

3. Group C Members (4): Voting At large
Group C Members shall be appointed through the nominating process described in Article III, section C of this document, on an at-large basis, based on their knowledge of or contribution to the Loudoun County economy.

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*

4. Group D Members: Non-Voting Advisory

1. Standing Advisory Members (7); Council

The following shall serve on the Council, without term limitations or voting rights, as Standing Advisory Members:

- a. Loudoun County Administrator;
- b. Director, Virginia Cooperative Extension- Loudoun Office;
- c. Rural Planner, Loudoun County Department of Building and Development;
- d. Executive Director, Small Business Development Center;
- e. Director, Department of Economic Development;
- f. Representative, Loudoun County Chamber of Commerce;
- g. Representative, Coalition of Loudoun Towns.

2. Members Emeritus

Members of the Council who served the Council as an officer and who have completed their Council membership may be designated by the Council as Members Emeritus and, is so designated, may serve on the Council. The term of Members Emeritus shall be set by the Council at the time of appointment and shall not exceed one (1) year. Members Emeritus are eligible for reappointment as the Council may determine.

3. DED/Extension Staff Participation

Staff of the Loudoun County Department of Economic Development and staff of the Loudoun County Cooperative Extension are not members of the Council but their participation is required to provide technical assistance and professional expertise. Staff serving on the Council shall not be voting members. Staff must be familiar with the Virginia Freedom of Information Act (FOIA) and make sure the Council is in compliance with provisions of FOIA. Lastly, it is up to the staff contact(s) to ensure compliance with any related BOS policy.

B. Membership Terms

Group A members shall serve terms concurrent with the positions they hold. Group B and C members shall serve two-year terms commencing January 1st. Vacancies shall be filled in accordance with procedures outlined in this Article in the same manner as the original appointments. Members may serve consecutive terms. In the event any Group B or C Member unreasonably fails to attend any three (3) or more consecutive meetings, the REDC may declare the seat vacant and seek a replacement.

C. Advertising, Nomination and Confirmation Processes:

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*

Vacancies will be advertised in accordance with the Board of Supervisors' standard and accepted process for advertising vacancies to Board-appointed commissions, committees and boards. Letters of interest and/or resumes will be submitted to Loudoun County Economic Development staff and submitted to and tracked by the Board's Office. Members of the Rural Economic Development Council are encouraged to foster interest among community members in applying for vacancies.

County staff will vet letters of interest/resumes to ensure they meet advertising vacancy qualifications. Letters of interest/resumes will be sent to the REDC Nominating Committee for review (for up to a 30-day period); the Nominating committee will review, conduct interviews and prepare a list of candidates for full REDC review.

REDC recommended candidates will be forwarded to the Board of Supervisors. Members of the Board of Supervisors will nominate individuals to the REDC. Confirmations will typically occur at the following Board meeting. New members will receive an appointment letter from the Board's Office, along with written information related to the Freedom of Information Act.

ARTICLE IV: Officers

A. Officers

The officers shall consist of a Chair and a Vice-Chair selected from among the appointed members at the annual meeting of the Council in January of each year.

B. Terms of Officers

Officers shall serve a term of one year from the January meeting at which they are elected until their successors are duly elected the following January. Officers may be re-elected for two (2) additional consecutive terms. While not binding, it is a general guide that the Chair will serve a minimum of two consecutive one-year terms, with the possibility of a third.

C. Responsibilities of the Chair

The Chair shall preside at all meetings of the Council, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Council, serve as an ex-officio voting member of all committees, make committee assignments, set agendas for Council meetings, and generally perform all duties associated with that office.

D. Responsibilities of the Vice-Chair

The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of Chair. Additionally, the Vice-Chair shall serve as Chair of the Nomination and By-Laws Committee.

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*

E. Vacancies and Special Elections

In the event of a vacancy in either office, a special election may be held to fill the position for the remainder of the term.

ARTICLE V: Meetings

A. Regular Meetings

Regular meetings shall be held on a monthly basis. The date, hour, and location of those meetings are to be set by the Chair.

B. Annual Meeting

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

C. Special Meetings

Special meetings may be called by the Chair or at the request of three members, for the transaction of business as stated in the call for the special meeting.

D. Quorum

A quorum for the transaction of business at any Commission meeting shall consist of at least fifty-one percent of voting members exclusive of any vacant seats. .

E. Minutes

Robert's Rules of Order shall govern proceedings of all meetings of the full Council. Each such full Council meeting will be taped and summary minutes reflecting the actions and recommendations of the Council shall be prepared by department staff and shall be forwarded to all members within thirty days.

F. Cancellation

Any regular or special meeting of the Council or its Committees, to be held on a day on which, due to inclement weather, the public schools are closed, will be canceled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting. School delays will not affect meeting time.

ARTICLE VI: Committees

A. Standing Committee

The Council shall have a Standing Committee(s), whose Chair(s) the Chairman shall name. Each Standing Committee has the authority, but not the obligation, to create sub-committees as it may so choose. Chairs shall report at each monthly Council meeting:

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*

1. Nominating and By-Law Review Committee - responsible for conducting the nominating process as set forth in ARTICLE III of these by-laws, and for periodically reviewing these by-laws to identify required changes, if any, to ensure that they are compliant with all laws and BOS directives, that they accurately reflect and account for current conditions and requirements, that they allow the orderly and efficient administration of the business of the Council, and to recommend to the Executive Committee appropriate changes or additions for review and approval prior to submission to the full membership for adoption.
- B. Ad Hoc Committees
Additional ad hoc committees or task forces may be created as needed.
- C. Meetings with the Board of Supervisors.
The Council shall meet annually with the full Board of Supervisors, and as needed.
- D. Committee Meetings
The Chair of each Committee shall call Committee meetings as deemed appropriate.

ARTICLE VII: Amendments

- A. These by-laws may be amended at any regular meeting of the Council by two-thirds votes of the Council. Notice of any proposed amendment must first be submitted in writing to the Council two weeks prior to the meeting.

By-Laws– Rural Economic Development Council
*Adopted November 6, 2000 (Amended January 4, 2005; January 3, 2008;
December 7, 2010, June 7, 2011, May 18, 2017)*