

# **REVISIONS: BYLAWS OF THE LONG PRAIRIE ECONOMIC DEVELOPMENT AUTHORITY February 16/2021**

## **1. The Authority**

Section 1.1 Name of Authority. The name of the Authority shall be the Long Prairie Economic Development Authority (hereinafter, the “Authority”), and its governing body shall be called the Board of Commissioners (hereinafter, the “Board”).

Section 1.2 Office. The principal office of the Authority shall be at 42 Third Street North, Long Prairie, Minnesota 56347.

Section 1.3. Seal. The Authority shall have an official seal, which is the seal of the City of Long Prairie.

## **2. Organization**

Section 2.1. Membership. The Authority consists of a governing body of seven (7) commissioners, of whom two (2) must be members of the City Council. All commissioners shall be appointed by the Mayor with the approval of the City Council. Those initially appointed shall be appointed for terms of one, two, three, four, and five years respectively and two members shall be appointed for six years. Thereafter, all commissioners shall be appointed for six-year terms, and after each six-year term, members shall take one year off in order to be appointed for another term. The terms of the commissioners who are City Council members shall coincide with their term of office as members of the City Council. -A vacancy is created in the membership of the Authority when a City Council member of the Authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made.

Section 2.2. Officers. The officers of the Authority shall consist of a President, a Vice President, and a Secretary. The President, Vice President, and Secretary shall be elected annually at the annual meeting. No Commissioner may serve as President and Vice President at the same time.

Section 2.3. President. The President shall preside at all meetings of the Board.

Section 2.4. Vice President. The Vice President shall preside at any meeting of the Board in the absence of the President and may exercise all powers

and perform all responsibilities of the President if the President cannot exercise or perform the same due to absence or other inability.

Section 2.5. Secretary. The Secretary shall keep and archive the minutes of all meetings of the Board and shall maintain and archive all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.6. Staffing. The Authority shall utilize the services of the City's economic developer to further the goals and objectives of the Authority.

Section 2.7. Advisory Committees. The Authority may establish appropriate ad hoc advisory committees as necessary to further the work of the commission. This includes the authority for participation of non-members who have appropriate expertise.

### **3. Procedures of the Board of Commissioners**

Section 3.1. Annual Report. The annual report of the Board shall be held at City Hall during a City Council meeting in the month of July at 7pm.

Section 3.2. Regular Meetings. The Board shall hold regular meetings at such times as the Board determines.

Section 3.3. Special Meetings. Special meetings of the Board may be called by any two Commissioners or by the Economic Developer. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3.4. Quorum. A majority of the members of the Authority, represented in person, shall constitute a quorum at a meeting of members. If less than a majority of the members is represented at a duly convened meeting, a majority of the members so represented may adjourn the meeting and shall conduct no further business until the next duly convened meeting. The members present at a duly convened meeting may continue to transact business only so long as a quorum is present.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

#### **4. Miscellaneous**

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 4.2. Checks. Authority payment-will be issued by the City Administrator on the approval of City Council.

Section 4.3. Operating Budget The Authority shall determine its operating budget in coordination with the City Administrator and on approval of the City Council each year in July.

Section 4.4. Services. The Authority may contract with experts as needed to carry out its mission at the discretion of the City Administrator

Section 4.5. Facilities, and Services. The City may furnish offices, structures and space, clerical, engineering and other assistance to the Authority.

Section 4.6. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the President and the City Council.

Section 4.7. Amendment of Bylaws. These Bylaws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered. The amended Bylaws must be presented to the City Council for approval.

The Authority will follow statutory language regarding those areas not addressed in these bylaws.