



## **MEMORANDUM**

TO: Members of the Economic Development Authority

FROM: India Adams-Jacobs MPA, ICMA-CM, Town Manager

DATE: January 14, 2026

RE: Town of Bowling Green Economic Development Authority Bylaws

---

### **BACKGROUND**

The Town of Bowling Green Economic Development Authority operates pursuant to adopted bylaws that establish the Authority's structure, powers, and operating procedures in accordance with applicable provisions of the Code of Virginia.

### **DISCUSSION**

The bylaws outline the Economic Development Authority's purpose and authority, membership composition and terms, officer roles and election procedures, meeting requirements, voting and quorum standards, and general administrative and fiscal responsibilities. The bylaws are intended to provide clear guidance for the conduct of EDA business and to support consistent, transparent governance practices.

### **RECOMMENDATION**

Staff recommends that the Economic Development Authority receive and review the EDA bylaws as provided.

Attachment: Economic Development Authority Bylaws