



City of Homer

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Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: MARCH 4, 2020

SUBJECT: EDC BYLAWS

At this time, Ordinance 19-47(S-2) is still pending at the City Council level. This ordinance would repeal HCC 2.76, disbanding the EDC, and restructures the City's economic development review process.

Chair Marks has requested to have bylaw amendment process and the EDC's Bylaws on the March agenda in case the pending ordinance fails and the EDC remains established. If that is the end result, Chair Marks suggests the commission could begin the process of revising their bylaws, primarily the EDC's purpose. Other areas may be subject to change as well, which can be discussed at the meeting depending on what City Council decides.

Bylaw Amendment Process

Bylaws govern the meeting procedures of a commission. To amend bylaws, proposed amendment(s) are introduced at one meeting and then action on approving the bylaw amendment(s) is taken at the next commission meeting:

1. Bylaw amendments introduced at first meeting; commission can discuss/make additional amendments by way of motion. Once done, a motion is made to hold a final reading on the proposed bylaw amendment(s) at the next regular meeting; this vote requires two-thirds or more of the commission to vote in favor.
2. At second meeting, review the second draft of the bylaws and make any additional amendments by way of motion. If the revised bylaws are acceptable to the commission, a motion is made to approve the amended bylaws and recommend to City Council to approve them; this vote also requires two-thirds or more of the commission to vote in favor.
3. They will then go before City Council in the form of a resolution (commonly accompanied by a memo from the commission written by staff). If Council approves the amendments, the bylaws are then considered to be "adopted" on that meeting date and then take effect.
4. Staff makes the necessary revisions and distributes the new bylaws accordingly.

Staff's Recommendation

Given the pending status of Ordinance 19-47(S-2), staff emphasizes that this memo is informational in nature and is only to provide the steps on how to amend bylaws at the request of the Chair.

The commission can determine at their March 10th meeting what next steps they would like to take once City Council has made their decision and the results of the ordinance are available.

RECOMMENDATION

Informational only.

Attached: EDC Bylaws – Adopted May 13, 2019