



Legislation Text

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DATE: January 23, 2020

TO: Members of the Northfield Economic Development Authority

FROM: Nate Carlson, Economic Development Coordinator

EDA 2020 Election of Officers

SUMMARY AND ACTION REQUESTED:

The EDA is asked to nominate and elect officers for 2020.

BACKGROUND:

Officer roles are set by the Bylaws of the Economic Development Authority (EDA) and include a President, Vice-President, Secretary, Treasurer, and Assistant Treasurer. As per the EDA Bylaws, the office of Secretary need not be held by a member of the Board and may be held by a member of City staff. The Bylaws also state the City Finance Director shall serve as the Assistant Treasurer. The following EDA Commissioners and staff members served as officers in 2019:

President: Andrew Ehrmann

Vice-President: Mike Strobel

Treasurer: Britt Ackerman

Assistant Treasurer: Brenda Angelstad

Secretary: Mikayla Schmidt

The Economic Development Authority has typically elected its officers using the following protocol:

1. EDA President announces that nominations for an office is now open
2. EDA President shall ask for nominations from EDA Board members
3. Upon hearing no further nominations from the floor, the EDA President shall announce that the nomination for the office is closed
4. EDA President shall request a roll call vote for each nominee
5. EDA President shall request that the recording secretary provide an accurate count of the votes for each nominee
6. The member receiving the majority of the votes shall be declared duly elected
7. The EDA President will announce the Board member elected and move on to the next open office position. The office of Assistant Treasurer and Secretary do not need to be elected annually and need not go through the nomination process.

Included below is Article II, Sections 1 - 6 of the EDA Bylaws, which outline the process for election of officers. A list of current EDA members, youth representatives, and staff members is included in the packet.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. The President, the Vice-President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The annual election of EDA officers shall be open to nominations from any member of the Board. Candidates to fill vacant officer positions shall be selected by a simple majority of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Treasurer (the Vice-President, in the Treasurer's absence or incapacity) shall sign all contracts, deeds, and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the City Administrator and Assistant Treasurer. At each meeting, the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority. The President shall serve a one-year term. The EDA President shall be the spokesperson for the Board in meetings with the Council and the general public; and responsible for ensuring EDA compliance with the EDA Enabling Resolution and adopted EDA procedures. Council members appointed to the EDA shall not serve as the President or Vice-President of the EDA.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are assigned to the President until such time as the Board shall select a new President. The Vice President shall serve a one-year term.

Section 4. Secretary. The Secretary shall ensure that minutes are kept of all meetings of the Board and all records retained 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. The office of Secretary need not be held by a member of the Board, and may be held by a member of the City staff or an employee of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for the acts of the Assistant Treasurer. The Treasurer shall serve a one year term.

Section 6. Assistant Treasurer. The City Finance Director shall serve as the Assistant Treasurer, shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select, shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

RECOMMENDATION:

Election of officers shall occur the first meeting of the year and all newly elected officers shall assume their positions following the election.