

ECONOMIC DEVELOPMENT COUNCIL

to the

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

By-Laws and Operating Procedures

Mission

The Economic Development Council (EDC), a statewide panel of the chief economic development officers from each institution in The State System of Higher Education, serves as an advisory council to the Chancellor, State Regents' staff, State Regents' Presidents Council and other state officials. The council identifies and prioritizes specific actions that create a high-quality environment to retain college graduates, attract business to Oklahoma, grow existing Oklahoma businesses, and develop new Oklahoma businesses through the efficient use of resources.

Membership and Voting Privileges

The EDC shall be comprised of the chief economic development officers* who serve as the Presidents' representative and their direct liaison from each of the 27 higher education institutions in The Oklahoma State System of Higher Education. Representatives from each of the other State Regents' councils consisting of the Council on Instruction, the Council on Student Affairs, the Communicators Council, the Council of Business Officers, and a distance education professional can participate as ex officio (non-voting) members.

**The recommended guidelines for the qualification or education and experience equivalent for EDC Members are adopted by the Council of Presidents (see EDC Member Qualifications supplement).*

Members will have one vote per institution, and only EDC members are eligible to vote. Voting privileges cannot be transferred to an assigned delegate should the principal member be unable to attend EDC meetings.

Any new member or new transfer of membership will follow submission of the attached Economic Development Council Membership/Transfer of Membership Form by the specified institution's office of the president. The form must be signed by the institution's president and

sent to an Oklahoma State Regents for Higher Education staff member who is in assistance with the council. Without a signed form of designation, the institution delegate will not be a full voting member and will be considered a guest of the council. All members of the council past, present and future will need a signed membership form upon the approval of this amendment.

A quorum at EDC meetings will consist of the voting members of the council who are present.

Guests are welcome to attend EDC meetings and join in on any discussion of issues before the council, however ,all voting will be limited to council members.

Selection of Officers/Executive Committee

Officers of the Economic Development Council shall consist of a Chairperson and Vice Chairperson. The positions of Chairperson and Vice Chairperson will alternate between the two-year tier institutions and the comprehensive/ regional tier institutions so that the Chairperson and the Vice Chairperson for any one year are not from the same tier. The Vice Chairperson and the remaining members of the Executive Committee are nominated by their respective tiers at the May meeting each year. Immediately following the meeting, all council members will have one week to vote by email whether to accept each nomination or not. After the end of the one week, confirmation can occur unless the nomination is denied, in which case another nomination and one week voting period can occur for said position.

Executive Committee

The Executive Committee provides leadership for the Economic Development Council. The Executive Committee is composed of six members:

- Two members from the comprehensive/regional tier;
- Two members from the two-year tier;
- The Vice Chairperson of the EDC;
- The Chairperson of the EDC. (non-voting)

The officers shall serve for one year (August through July) with the annual transfer of leadership taking place in August of each year. The Vice Chairperson will automatically become Chairperson.

Election of officers shall be at the February meeting.

Duties of the Chairperson include:

1. Preside at EDC meetings.
2. In concert with the State Regents' staff, prepare agenda for Council meetings.
3. Appoint working committees to study issues affecting economic development.

Duties of the Vice Chairperson include:

1. Serve in the capacity of Chairperson during the absence of the Chair.
2. Assist the Chairperson and/or other duties deemed appropriate and necessary.

Steering Committee (pending name)

The Steering Committee shall consist of EDC members and Business leaders the exact makeup can be determined by the EDC leadership. They shall meet 4 times a year in effort to direct the EDC with specifics from the business community to better integrate economic development and strengthen EDC messaging.

Committees

The Chairperson shall appoint ad-hoc committees to study issues affecting economic development. Each working committee will be chaired by a member of the Executive Committee. Membership on committees may be members of EDC, as well as non-members deemed necessary to aid the work of the committee.

Meetings

The Executive Committee shall present an annual calendar of meeting dates and places for the EDC at each September meeting for approval by the full council. EDC Meetings may be attended via video conference and teleconference.

When deemed necessary and appropriate, the EDC may hold meetings at other locations as recommended by the Chairperson and approved by the Executive Committee. When deemed necessary and appropriate, special EDC meetings can be called by the Executive Committee.

Executive Committee meeting dates and locations will be determined by the Officers and presented to the Executive Committee for approval no later than each September. A quorum at Executive Committee meetings will consist of the 51% of the voting membership of the Executive Committee. When deemed necessary and appropriate, a special Executive Committee meeting can be called by the Officers.

Official business of EDC Meetings and Executive Committee Meetings can only be conducted if a quorum is present at the meeting.

Parliamentary Procedures

The generally accepted rules of parliamentary procedures for small legislative bodies shall govern in the deliberation of the council and, unless specifically altered in these procedures, the latest edition of *Roberts Rules of Order* shall be the controlling guide in such practice.

Amendments

Any member of the EDC may propose changes to these bylaws. Proposed changes shall be presented to the EDC one meeting prior to the scheduled vote. Changes become effective when approved by a two-thirds voting majority of the council in attendance.

**Recommended Qualifications for
State Regents Economic Development Council Members**

The recommended qualifications of the State Regents Economic Development Council member are:

- Minimum of five years in a leadership position with economic development responsibilities and a bachelor's degree in community development, economic development, business administration, public administration, or political science, or a minimum of three years in a leadership position with economic development responsibilities or an advanced degree.
- Plus, successful completion of the University of Oklahoma Economic Development Institute; or CEcD certification.
- Or, the equivalent combination of education and experience