

OLD COLONY PLANNING COUNCIL

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Comprehensive Economic Development Strategy (CEDS) Committee DISCUSSION PAPER: COMMITTEE OPERATING PRINCIPLES

At the last CEDS Committee meeting, members expressed an interest in the CEDS Committee becoming more of a working group. At previous committee meetings, membership and recruitment was discussed; it was agreed more needed to be done to engage municipalities and other stakeholders.

As a first step, it is proposed that the committee develop Operating Principles to ensure that current and future members understand the committee's purpose and how it operates. Having such a reference document would help with the onboarding of new members and officers as well as ensure a smooth transition when OCPC staff change.

If the CEDS Committee agrees that Operating Principles would be useful, the following are key questions to discuss and agree at the February meeting:

1. PURPOSE – What is the Committee's purpose?

The following is proposed based on OCPC's contract with the EDA as well as past feedback from OCPC staff and CEDS Committee members:

The CEDS Committee contributes to effective economic development in the Old Colony region through a locally-based, regionally-driven economic development planning process. The Committee serves as a means to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration. The regional Comprehensive Economic Development Strategy (CEDS) provides the capacity-building foundation by which the public sector, working in conjunction with other economic actors (individuals, firms, industries, etc.), creates the environment for regional economic prosperity.

The CEDS Committee's purposes are to

- guide OCPC staff in the development and updating of regional CEDS, normally on a five-year cycle;
- contribute to CEDS progress reporting to the EDA, OCPC Council, and stakeholders;
- work toward the implementation of goals and objectives set out in the CEDS;
- encourage regional collaboration;
- disseminate economic development-related information and resources; and
- build capacity to achieve a more resilient and equitable economy at the regional and municipal levels; for example, by holding educational webinars.

2. MEMBERSHIP – Who can be a member? How does one become a member? What does membership look like? Are there any requirements of members? Etc.

A. Who can join? Anyone who lives and/or works in the region who has a professional interest?

- B. How does one join? Because the OCPC Council is the Governing Board of the CEDS Committee, the OCPC Council must make appointments to the CEDS Committee. How should that process work? When vacancies arise, it is suggested that OCPC staff and CEDS Committee members make recommendations to the CEDS Committee chair. The chair would then pass recommendations on to OCPC's Executive Director for consideration by the OCPC Council. This is similar to how transportation-related committees at OCPC are currently operated, except that nominations go to OCPC staff, not the committee chairs.
- C. How many members? The committee is currently 23 members. A larger committee is not recommended. Should it be smaller or remain at 23?
- D. Should any seats be held for specific organizations or categories? For example, the Franklin County regional planning authority, FRCOG, sets their membership as follows:

“Members represent Greenfield (1), central county towns (2), west county towns (2), east county towns (2), the Franklin Regional Planning Board (1), regional organizations (7), and at-large community members (4). These regional organizations include: Community Action Pioneer Valley, Franklin County Community Development Corporation, Franklin County Chamber of Commerce, Franklin County Regional Housing & Redevelopment Authority, Greenfield Community College, MassHire Franklin Hampshire Regional Workforce Board, and MassHire Franklin Hampshire Career Center.”

It is proposed that the Old Colony CEDS Committee follow this model, which is similar to how transportation-related committees at OCPC currently operate. Perhaps something like the following? (Substitutes would be allowed if the member is unable to make a meeting.)

- 1 representative of the City of Brockton
- 1 representative of the Town of Plymouth
- 3 representatives of other towns in the Old Colony Region (no two from the same town)
- 1 representative of Old Colony Planning Council
- 1 representatives of chambers of commerce (must be from different chambers)
- 2 representatives of higher education (must be from different institutions)
- 2 representatives of the private sector (must be from different companies)
- 12 at-large members

E. Terms, term limits, and requirements – It is proposed that members serve for one year and that there are no term limits. Should there be any requirements for members; for example, that members must attend 50% of all meetings in a calendar year? The suggestion is that requirements are NOT written into the Operating Principles but that the attendance requirement is stated to new members and emphasized via email during the orientation process. Additionally, members up for reappointment should be reminded of the attendance expected.

3. MEETINGS

A. How many meetings? It is suggested the Operating Principles state a minimum of one meeting per quarter for a total of four meetings a year. This year, because of the pandemic, the committee will meet

six times (every other month), and may choose to continue doing so next year (or not). Special Meetings as needed. The first (to be confirmed with OCPC Council schedule) general meeting of the year would be the Annual Meeting at which officers (a chair and vice-chair) are elected.

C. Quorum? Majority of members would mean 12 members. That may be hard to achieve. How about setting the quorum at 7?

4. ANYTHING ELSE?