



Christine Joy, President | Mary Waldron, Executive Director

(508) 583-1833

70 School Street, Brockton, MA 02301

www.ocpcrpa.org

Comprehensive Economic Development Strategy (CEDS) Committee TERMS OF REFERENCE

These CEDS Committee Terms of Reference shall not contradict the current policies or procedures of Old Colony Planning Council (OCPC) or any grant award contract between the U.S. Economic Development Administration and OCPC.

ARTICLE 1 Purpose

Section 1 Name and Authority

The Old Colony Planning Council region is a U.S. Economic Development Administration (EDA)-designated Economic Development District (EDD). As part of that designation, OCPC facilitates a Comprehensive Economic Development Strategy (CEDS) Committee that serves as an Advisory Committee to OCPC's Governing Council, which is the governing body of the EDD.

Section 2 Purpose

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 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 role is as follows:

- Guide OCPC staff in the development and updating of the regional CEDS, usually on a five-year cycle
- Work toward the implementation of goals and objectives set out in the CEDS
- Contribute to CEDS progress reporting to the EDA, OCPC Council, and other stakeholders
- Encourage regional collaboration on economic development
- Disseminate economic development-related information and resources
- Build capacity to achieve a more resilient and equitable economy at regional and local levels

Committee members agree to serve this role.

Section 3 Area

The CEDS Committee focuses on the economic development of the EDA-designated Old Colony Economic Development District, which is the geographic area served by Old Colony Planning Council: Abington, Avon, Bridgewater, Brockton, Duxbury, East Bridgewater, Easton, Halifax, Hanover, Hanson, Kingston, Pembroke, Plymouth, Plympton, Stoughton, West Bridgewater, and Whitman.

ARTICLE 2 Members

Section 1 Eligibility and Application

Any individual with relevant professional experience living and/or working within the Area as defined in 1.3 and who has an interest in economic development may apply to the CEDS Committee to become a member.

Section 2 Membership

The CEDS Committee shall be capped at 19 members:

- Membership shall be representative of the region's mix of public, private, and nonprofit sector stakeholders in economic development.
- Membership shall be limited to no more than one Voting Member from each municipality or organization.

Section 3 Election

Members shall be elected by the OCPC Governing Council at their Annual Meeting. Any applicant so elected shall immediately become a member.

Section 4 Requirements

Members shall attend a minimum of 50% of General Meetings in a calendar year. Members unable to attend a meeting shall inform the CEDS Program Manager.

Section 5 Substitutes

If a member is unable to attend a meeting, the member may send a substitute of their choice. The substitute's attendance shall count as the attendance of the member.

Section 6 Term and Term Limits

Terms begin on the day the OCPC Governing Council votes to approve membership. Terms end after one year. There are no term limits.

Section 7 Vacancy

In the case of a mid-term vacancy, the OCPC Governing Council may vote in a new member to serve out the remaining term of the vacated seat.

Section 8 Termination

Any member may resign from the CEDS Committee upon written request to the CEDS Committee Chair via the CEDS Program Manager. Any member shall be removed by the OCPC Governing Council by majority vote, at a regularly scheduled meeting thereof, for conduct unbecoming a member or if a member does not meet Requirements (Article 2, Section 4), after notice and opportunity to appeal.

Section 9 Voting

In any proceeding in which voting by members is called for, each member shall be entitled to cast one vote.

ARTICLE 3 Meetings

Section 1 General Meetings

General meetings of the CEDS Committee shall be held no fewer than four times a year. The time and place shall be fixed by the Chair.

Section 2 Annual Meeting

The first CEDS Committee General Meeting following the OCPC Governing Council's Annual Meeting shall be designated the Annual Meeting. Election of Officers shall take place at this meeting.

Section 3 Special Meetings

Special meetings of the CEDS Committee may be called by the Chair at any time, or upon email petition of any three members. Notice shall include the purpose of the meeting.

Section 4 Quorum

At any duly called meeting, a quorum shall consist of a simple majority of members.

Section 5 Notices, Agendas, and Minutes

Notice of all meetings, including agendas, shall be publicly posted on OCPC's website at least 48 hours in advance of a meeting (not including weekends and holidays). Notice will be emailed to members. Minutes shall be created and approved in a timely manner, according to Open Meeting Law, and made available on OCPC's website.

ARTICLE 4 Officers

Section 1 Titles

The Officers of the CEDS Committee shall consist of Chair and Vice-chair.

Section 2 Duties

The Chair shall preside over CEDS Committee meetings. The Vice-chair shall preside at meetings the Chair is unable to attend. The Chair or Vice-chair shall

- Ensure that the purposes of the CEDS Committee are met,
- Uphold these Terms of Reference,
- Welcome new members,
- Approve agenda prior to meetings,
- Call meetings to order and preside over meetings,
- Appoint members to working groups and appoint chairs of working groups, and
- Perform other duties as needed related to the role and committee.

ARTICLE 5 Administration

Section 1 CEDS Program Manager

OCPC shall provide a staff person, the CEDS Program Manager, to support the CEDS Committee. This person shall not be entitled to cast votes.

Section 2 Duties

The CEDS Program Manager shall

- Prepare draft agenda for comment by and approval of the Chair or Vice-chair;
- Issue meeting notifications and distribute agenda, minutes, and any additional papers;
- Host meetings in-person or through remote participation;
- Maintain a record of member attendance and term end dates;
- Facilitate the appointment of new members;
- Provide new members with an orientation, including committee purpose, terms of reference, open meeting law, and conflict of interest;
- Facilitate elections at Annual Meetings;

- Keep current the Terms of Reference;
- Handle correspondence related to the committee; and,
- Maintain CEDS Committee webpage on OCPC's website.

ARTICLE 6 Working Groups

Section 1 Formation

The CEDS Committee may establish working groups for specific purposes and specified durations.

Section 2 Membership

Working groups shall be composed of members who volunteer to join. Working groups shall be led by a Working Group Chair who shall be appointed by the CEDS Committee Chair.

ARTICLE 7 Amendments

Section 1 Amendments

These Terms of Reference may be altered, amended, or repealed, in whole or in part, by simple majority vote of the CEDS Committee at any meeting.

--END--

Adopted on August 17, 2021