

## **OUR VISION**

**Our vision is to be a proactive, diverse committee that will build a partnership between the city and the community; thus, maintaining the highest quality of life for the residents of Robinson, Texas.**

## **OUR MISSION**

**The mission of the Robinson Economic Development Committee is to be the economic growth engine for Robinson, Texas. This shall be accomplished through business retention, expansion, new industry recruitment, real estate development and positive promotion of the City of Robinson.**

## **Robinson Economic Development Committee** **By-Laws**

The Robinson Economic Development Committee, referred to as REDCom, shall be regularly accountable to the City Council for all activities undertaken by the committee on their behalf. A report to the City Council on all REDCom activities shall be made twice per year as follows:

A mid-year report shall be made by the Chairperson during the month of February at a regularly scheduled City Council meeting. The mid-year report shall include the following:

1. Accomplishments to date as compared with the overall mission of REDCom.
2. Anticipated challenges during the next six months together with recommendations to further meet the mission.
3. A recap of all expenditures to date together with a recap of unexpended budgeted funds.

A detailed yearly report shall be made by the Chair and Vice-Chair to the City Council during the month of September at a regularly scheduled City Council meeting. The yearly report shall include, but not be limited to, the following:

1. A review of the accomplishments of REDCom as compared with the overall mission.

2. A review of all expenditures made by REDCom during the year and unexpended budgeted funds.
3. An outline of activities, tasks, projects, and programs to be undertaken by the committee during the upcoming year.
4. A review of the overall strategy of REDCom with a proposal of any new or proposed changes to said strategy.
5. The annual report shall be considered by the City Council for its review and acceptance.

## **Sub-Committees**

REDCom will maintain a minimum of four sub-committees to help achieve the mission. The Vice-Chairpersons will oversee the sub-committees. The REDCom chairperson shall appoint a director for each sub-committee. The director of each sub-committee shall set meeting times on an as-needed basis so as to accomplish the tasks that will achieve the goals of REDCom. During REDCom's monthly meeting each director shall report on the sub-committee's progress toward the REDCom mission. Minimum sub-committees shall be as follows:

1. **New Industry Recruitment Committee** will focus on attracting new businesses. The committee will constantly seek companies that are experiencing growth and looking for a place to start or expand their business.
2. **Business Retention and Expansion Committee** will focus on the needs of the committee and be actively involved with local businesses and identify retention/expansion projects.
3. **Real Estate Development Committee** will be involved in identifying real estate that will meet the needs of new or current business. The committee will maintain a list of all currently available real estate.
4. **Robinson Promotion Committee** will help market the city through all available resources. The committee will identify and portray the positives Robinson has to offer to help attract new business.

## **Meetings**

REDCom shall meet at least once each month at 4:00 p.m. on the 3<sup>rd</sup> Tuesday in the Council Chambers at Robinson City Hall. All meetings shall provide notice thereof as provided and set forth in *Government Code*, Subchapter C, § 551.041.

## **Appointment of Chair and Vice-Chair**

The Chairperson of REDCom shall be appointed by the City Council during a regularly scheduled meeting. The members of REDCom will nominate and by majority vote appoint all other officers.

## **Members**

The City of Robinson will have a committee of volunteers to help the REDCom achieve its mission. The committee will be made up of seven (7) Ex-officio members to include the Mayor, City Manager, City Secretary, President of the Greater Robinson Chamber of Commerce, Robinson ISD Superintendent, the current energy provider representative, and the current communications representative. The balance of the committee will be a number set and determined by the City Council.

## **Terms**

All members shall serve a term consisting of two (2) years with appointments made by the City Council in June of each year. The terms shall be staggered so that 50% of the committee terms will expire each year.

## **Vacancies**

Any vacancy occurring shall be filled by appointment by the City Council.

## **Quorum**

A quorum is required for all meetings of REDCom. A quorum is 51% of the committee membership.

## **Attendance**

Regular attendance of REDCom meetings is required of all members. Any member having three (3) consecutive unexcused absences or attendance reflecting four (4) unexcused absences over a 12-month period shall be recommended for replacement. The Chairperson shall inform the City Council of the need to replace a member.

## **Agenda & Minutes**

The Chairperson shall set the agenda for any public meeting held for REDCom. Any member of REDCom may request an item be placed on the agenda by notifying the City Secretary in writing no later than 10 days prior to the scheduled date of the meeting. The agenda shall be posted at least 72 hours prior to each meeting. The City Secretary shall maintain the minutes of monthly meetings.

## **Voting**

Any item requiring a vote by the committee will be discussed during a regularly scheduled REDCom meeting and approved by majority vote from those members present.

## **Funding**

REDCom shall be funded by any monies set aside in the City budget by approval of the City Council and any contributions made through the City of Robinson utility bills. REDCom reserves the right to submit other funding ideas with majority approval of the committee and, if needed, approval from the City Council.

## **Annual Review**

The members of REDCom will review the bylaws on an annual basis and make recommendations to the City Council of any changes for approval.