

RESOLUTION No. 25-17

**A RESOLUTION REVISING THE BY-LAWS FOR THE ECONOMIC DEVELOPMENT COMMISSION**

Whereas, the Board of County Commissioners of Queen Anne's County is vitally concerned with the economic vitality of the County and the opportunity to enhance employment, encourage higher wage jobs, ensure a stable tax base and promote the quality of life in Queen Anne's County, and,

Whereas, the Board deems it desirable to encourage economic development for positive growth as a County endeavor, and

Whereas, the Board has heretofore established the Queen Anne's County Economic Development Commission through adoption of Resolution No. 17-75 and amended by Resolution No. 18-84 and Resolution No. 24-03; and

Whereas, the Board has determined that it is advisable to make certain changes to the provisions of said Resolutions and to provide a Code of Conduct for the Commission.

BE IT THEREFORE RESOLVED, by the Board of County Commissioners of Queen Anne's County this 9<sup>th</sup> day of December 2025, acting pursuant to the authority of the Economic Development Article of the Annotated Code of Maryland that Sections VII be ADDED to the bylaws of the Economic Development Commission, said bylaws to hereafter read as follows:

SECTION I. The Queen Anne's County Economic Development Commission is hereby established, hereinafter referred to as "the Economic Development Commission."

SECTION II. PURPOSE. The Economic Development Commission shall have the following powers and duties:

1. To confer with and advise the County Commissioners and municipal governing bodies on all matters concerning economic development of the county.
2. Investigate and assemble information pertaining to economic resources, labor market, industrial sites and opportunities.
3. Disseminate information in the interest of industrial and commercial development by publication, advertising or other means.
4. Cooperate with any interested private concern, civic or community organization, municipality, or Federal, State or County governmental agency in the attraction of new industries and in the encouragement of expansion and retention of the existing business base.
5. Cooperate with representatives from industry sectors and businesses in the County to resolve community problems which they might have and to

encourage the management of such concerns to have a healthy and constructive outcome for the County's welfare.

6. Periodically survey the over-all condition of the County business base and infrastructure requirements to evaluate the County economic climate and recommend services and investments conducive to commercial and industrial expansion while respecting the environmental impact.
  
7. Implement the Economic Development Commission vision and recommendations hereto fore presented to the County Commissioners.

**SECTION III. DIRECTORS.** The Economic Development Commission shall consist of a minimum of eleven (11) members and a maximum of fifteen (15) representing at least one from each district of Queen Anne's County and interests of economic development of the County. Of these, six members shall represent and/or be employed by one of the six largest employment sectors in Queen Anne's County (defined by either employment or sales volume). The remaining members shall be selected "at large". Terms shall be for a period of three (3) years beginning on January 01 of each year. No member shall serve more than two (2) consecutive terms for a total of six (6) years.

Subsequent appointments each year shall be made by the County Commissioners from Nominees selected by the Economic Development Commission or other qualified persons.

**VACANCIES.** Vacancies will be advertised and vetted in accordance with the Queen Anne's County procedures to appoint commissions. Interested and qualified applicants will submit an application and their written qualifications to the Economic Development Commission for their review and recommendation to the County Commissioners.

**ELIGIBILITY.** All candidates shall affirm their willingness to serve prior to nomination. All appointments shall be in the sole discretion of the Queen Anne's County Commissioners. Commission members must adhere to County Ordinance No. 07-01 concerning Boards and Commissions in Queen Anne's County. The ordinance reads as follows: "Any regular member of a Board or Commission in Queen Anne's County who misses two (2) consecutive meetings, without notice, each full twelve month period following appointment shall be asked to resign from such Board or Commission. The Board of Commissioners shall promptly appoint a replacement to fill the unexpired term of any member so resigning. Upon written request, the Board of Commissioners may reappoint the resigned member if good cause is shown, and there is unanimous agreement by the Board of Commissioners that the member be reappointed."

**LIAISONS.** The Economic Development Commission may establish non-voting liaisons with each of the following groups: (1) the elected County Commissioners, (2) government organizations responsible for economic, housing or community development in the County, (3) financial institutions or non-bank lenders that provide commercial, long-term fixed asset financing in the County, (4) community organizations dedicated to economic development in the County (such as chambers of commerce, foundations, trade associations, colleges or universities), or small business development centers, and (5) businesses located in the County.

**SECTION IV. OFFICERS.** The Economic Development Commission shall elect officers from its membership as follows:

Economic Development Commission officer nominees shall be chosen from a slate prepared by a committee of five (5) persons chosen by the Chairman at a meeting to be scheduled no later than October 30th with a report to the Board by November 30<sup>th</sup>. The slate of Officer nominees shall be recruited from the membership and shall agree to serve in the identified capacity for two (2) years. Should a member's term be scheduled to terminate during the time of service as an elected officer, the member's terms shall continue to the end of the officer's elected term.

**CHAIRMAN**

**VICE-**

**CHAIRMAN**

**SECRETARY**

**TREASURER**

**IMMEDIATE PAST CHAIR**

The term of office shall be for two (2) years beginning January 01.

- A. **EXECUTIVE COMMITTEE.** The Commission shall have an Executive Committee of five (5), consisting of the above officers. This committee shall be empowered to act on behalf of the Economic Development Commission, and its actions reported and approved at the next monthly meeting. The Executive Committee shall meet quarterly.
- B. **MEETINGS.** The Economic Development Commission shall meet monthly at a place of its choosing. Special meetings shall be at the call of the Chairman or Vice-Chairman, if serving in the Chairman's absence, or any **THREE (3)** Members of the Commission. A majority of the members present, but no less than six (6), shall constitute a Quorum; thereafter a majority of those present may act.

The Commission shall adopt such Rules and Regulations as it may deem necessary to govern its procedures and business.

The Economic Development Commission relies on the Department of Economic & Tourism Development, and its staff to execute the vision, work plan, and budget as well as implement the accomplishment of goals. The Economic Development Commission provides input and guidance prior to the submittal of the work plan and the budget to the Board of Commissioners. The Department of Economic Development & Tourism is empowered to employ such employees or consultants as its business may require within the limits of its budget.

- C. **AD HOC COMMITTEE.** The Economic Development Commission has the power to establish and appoint such advisory groups and committees as are necessary to assist in its programs of activity.
- D. **NOMINATING COMMITTEE.** The Chairman of the Economic Development Commission shall establish a Nominating Committee for the purpose of determining the eligibility of nominees for appointment to the Economic Development Commission and to recommend a slate of offers for election by the Commission. The Nominating Committee shall be comprised of no less than three (3) members in good standing on the Commission and shall be chaired by the Immediate Past Chair of the Commission.
- E. **POWER AND AUTHORITY.** The Economic Development Commission shall recommend for approval, an Annual Operating Budget for the Department of Economic & Tourism Development to the County Commissioners that will be implemented through the administrative auspices of the Department of Economic & Tourism Development.

The Economic Development Commission may engage in fund raising activities from the business community to supplement the financial resources of the department and further support the mission to promote the county.

All members of the Commissions shall serve without compensation for performance of their duties as directors but shall be reimbursed for necessary travel and other expenses incurred in the performance of their duties.

#### DUTIES

**CHAIRMAN:** The Chairman shall be the Chief Executive Officer, and shall have General and Active Management of the affairs of the Economic Development Commission. They shall appoint all Committees and be an Ex Officio member of all Committees. He or she will prepare an annual report, a copy of which should be filed with the County Commissioners of Queen Anne's County.

**VICE-CHAIRMAN:** During the absence or disability of the Chairman, the Vice-Chairman shall exercise all functions of the Chairman.

**SECRETARY:** Shall attend all meetings and record all votes and minutes of its transactions. He or she shall give or cause to be given notices of all meetings.

**TREASURER:** Shall keep full and accurate accounts, or cause same to be kept, of receipts and disbursements in appropriate books. They shall render at each monthly meeting a report of the Financial Condition of the Commission.

**IMMEDIATE PAST CHAIR:** Shall chair the Nominating Committee and review the eligibility of all nominations for membership to and Officers of the Economic Development Commission.

**SECTION V. ADVISORY FUNCTION.** The Economic Development Commission shall exercise an advisory function to the Department of Economic & Tourism Development and the Board of County Commissioners for the retention, attraction, and expansion of the business base of Queen Anne's County.

**SECTION VI. FISCAL FUNCTION.** The fiscal operation of the Commission shall be operated autonomously except that the Economic Development Commissions operations shall be audited as part of the Board of Commissioners in the same manner as other departments.

**SECTION VII. CODE OF CONDUCT.**

A. **Respect:** Members shall embrace and celebrate each other's achievements and diversity and treat each other with respect.

B. **Citizenship:** Members shall strive to make Queen Anne's County a better place to live by working together and giving back.

C. **Caring:** Members shall strive to demonstrate how they care about someone else's success by referring their or utilizing their business.

D. **Trustworthiness:** Members shall be honest and display integrity when building relationships with business associates.

E. **Fairness:** Members shall treat other members with the same level of value and dignity.

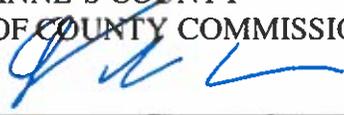
F. **Responsibility:** Members shall demonstrate responsibility by always acting in a professional manner, but completing tasks they volunteer to do, and by following the mission of Queen Anne's County Economic Development Commission.

G. Any member may be expelled by a two-thirds vote of the Commission for conduct unbecoming a member or prejudicial to the aims or repute of the Economic Development Commission, after notice and opportunity for a hearing are afforded the member complained against.

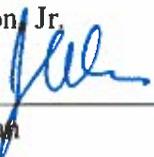
WITNESS:

  
\_\_\_\_\_  
Stephanie Jarrell

QUEEN ANNE'S COUNTY  
BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Christopher M. Corchiarino, President

  
\_\_\_\_\_  
Jack N. Wilson, Jr.

  
\_\_\_\_\_  
James J. Moran

  
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Philip L. Dumenil

  
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J. Patrick McLaughlin