

BY-LAWS

FRANKLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION

ARTICLE ONE: ORGANIZATION

Section 1. The Franklin County Economic Development Commission was created by the Franklin County Board of Commissioners pursuant to North Carolina General Statute 158-8/15 inclusive.

Section 2. In accordance with the resolution creating this body, the name of the organization shall be the “FRANKLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION”.

Section 3. The County of Franklin, North Carolina, shall constitute the Franklin County Economic Development Commission’s area of jurisdiction.

Section 4. The location of the principal office of this Commission shall be 112-D Wheaton Dr., Youngsville, North Carolina. The Commission may designate another location for the principal office, or may establish additional offices as it deems appropriate.

Section 5. The fiscal year of the Commission shall commence on the first day of July and shall terminate on the thirtieth day of June in the following calendar year.

Section 6. The Commission shall be considered a Public Authority within the meaning of the North Carolina General Statutes, Chapter 159, unless specified contrary by the creating governmental body.

ARTICLE TWO: PURPOSES AND OBJECTIVES

The purpose of the Commission is to assist the County of Franklin in promoting economic development, and to establish a framework to be utilized in coordinating local, state and federal efforts toward this end. Major emphasis shall be placed on providing the basic facilities essential for attracting and encouraging sound economic growth in the county. Specific objectives of the Commission include, but are not limited to the following:

Section 1. Formulating projects intended to carry out economic development programs by attracting new industries, encouraging the expansion of existing industries, encouraging agricultural development, encouraging the formation of new business and industrial ventures by local as well as foreign capital, and all other activities of a similar nature.

Section 2. Conducting industrial surveys, advertising in periodicals or other communications media, furnishing advice and assistance to businesses and industrial concerns interested in locating in the area, furnishing advice and assistance to existing businesses and industries,

furnishing advice and assistance to persons seeking to establish new businesses or industries, and engaging in related activities.

Section 3. Encouraging the formation of private business development corporations or associations which may carry out projects such as securing and preparing sites for industrial development, constructing industrial buildings, rendering financial and managerial assistance to businesses and industries, or furnishing advice and assistance to such corporations or associations.

Section 4. Making recommendations to the Franklin County Board of Commissioners, the Franklin County Planning Board, and other organizations or boards having members appointed by the Franklin County Board of Commissioners concerning infrastructure planning and development, land use planning as it applies to business and industrial concerns, and other areas directly or indirectly impacting upon the county's growth and development.

Section 5. The Commission will be involved in the application for and administration of various state and federal grant funds that might be utilized to assist the county in implementing growth strategies. Such activities will be coordinated with other county departments that are appropriate to insure the legal and orderly implementation of same.

Section 6. Encourage the enrichment of curriculum in order to achieve appropriate occupational and technical training within the school systems serving the area; assist in the procurement of training programs for industry, business and other related entities.

Section 7. Encouraging the development of programs designed to improve tourism, transportation facilities, housing, recreation programs and facilities, and related needs that promote the general economic well being of Franklin County.

Section 8. Carry on such other activities as the Commission deems necessary and appropriate to promote economic growth and prosperity in Franklin County.

ARTICLE THREE: MEMBERSHIP

Section 1. The Commission shall consist of seven members appointed by the Franklin County Board of Commissioners. There will be fifteen ex-officio voting members appointed by position. They are the Mayors, or their designees from their Boards, of Louisburg, Bunn, Franklinton, Youngsville and Centerville, two (2) County Commissioners, the Chairman of the Franklin County Chamber of Commerce, Franklin County Committee of 100 Chairman, Vance-Granville Community College Coordinator or designee for Franklin County Campus, Franklin County Planning Director, Director of Franklin County Public Utilities, County Manager, Airport Manager or designee for Triangle North Executive Airport, County Extension Director or designee for N.C. Cooperative Extension, N.C. House Representative and N.C. Senate Representative.

Section 2. Appointments to the Commission shall be made by the Franklin County Board of Commissioners for staggered four-year terms in accordance with the ordinance creating the Commission.

Section 3. The Chairman of the Commission shall notify the appointing authority in writing of the expiration date of the terms of Commission members prior to the expiration date. Recommendation for appointment or reappointment may be included with the notice. Recommendation shall be obtained by a vote of the Commission members. Appointment or reappointment shall be requested. Final determination rests with the Franklin County Board of Commissioners.

Section 4. Training sessions with department heads, Board members, and Board of Commissioners will be conducted on an as needed basis.

Section 5. The Clerk will coordinate timely reminders for appointments, minutes of meetings and generally serve as Liaison for the Commissioners.

ARTICLE FOUR: OPERATION OF THE COMMISSION

Section 1. The government, business and property of the Commission shall be managed by the Commission members. Each Commissioner shall serve for the term appointed or until death, resignation, retirement, removal, replacement, disqualification, or until a successor is appointed or qualified.

Section 2. At the regular meeting held in the first quarter of the calendar year, the Commission members shall elect officers consisting of a Chairman, Vice-Chairman and Secretary.

Section 3. The term for such officers shall be for one year. They shall assume office upon election. Officers may be elected to succeed themselves or be elected to any other office.

Section 4. Vacancies in any office, arising from any cause, may be filled by the Commissioners at any regular or special meeting. Interim offices filled by the Commissioners shall be for the unexpired term of the office creating the vacancy.

Section 5. In addition to the Commission officers, an Executive Director shall be employed to conduct the business activities of the Commission in accordance with the directives of the Commission. The Economic Development Commission shall conduct interviews, hire and fix compensation of any personnel necessary to carry out its objectives. The personnel are eligible to receive benefits offered by Franklin County.

Section 6. The Commission may contract with consultants, the State of North Carolina, the federal government, or any other agency or department thereof for such services as may be required. Copies of all contracts shall be filed in the offices of the Commission and of the Franklin County Finance Officer. The Executive Director shall have administrative responsibility for carrying out the provisions of this section, subject to approval by the Commission.

Section 7. The Commission may lease, rent, purchase or otherwise obtain suitable quarters and office space for its staff and may lease, rent or purchase necessary fixtures, furniture, automobiles and other equipment. Copies of all leases shall be filed in the offices of the Commission and of the Franklin County Finance Officer.

ARTICLE FIVE: DUTIES OF OFFICERS

Section 1. The general duties of the Chairman of the Commission are:

- A. The Chairman shall preside at all regular, special and emergency meetings of the Commission.
- B. The Chairman may appoint such committees as the work of the Commission may require.
- C. The Chairman shall guide and direct the efforts of the staff, the functional committees, and the standing committees in their efforts. The Chairman may solicit advice and assistance in these endeavors.
- D. The Chairman shall promulgate and publish such orders and directives as may be necessary to promote the purpose of the Commission.
- E. The Chairman shall authorize the disbursement of funds in conformance with the established policies of the Commission, in compliance with the general and special terms and conditions of appropriated funds, and in compliance with any local, state, or federal grant regulations or conditions.
- F. The Chairman shall perform such other duties as will promote the purpose of the Commission or which are required by the office. The Chairman may solicit advice or assistance in these endeavors.

Section 2. The Vice-Chairman of the Commission shall perform the duties of the Chairman in his absence.

Section 3. The general duties of the Secretary are:

- A. The Secretary shall be responsible for accurate minutes reflecting actions taken by the Commission when meeting in regular session. The Secretary shall verify and authenticate all the records of the Commission.
- B. Serves on the Executive Committee.
- C. The Secretary shall perform such other duties assigned by the Commission.

Section 4. The Executive Director shall be the chief staff officer of the Commission. The Executive Director shall be an ex-officio member of all functional and standing committees.

The scope of work shall be that adopted by the Commissioners. The Executive Director shall function directly under the overall supervision of the Commission Chairman. All orders and directives to the Commission staff shall be from the Chairman to the Executive Director. The Executive Director shall be directly responsible for, but not limited to the following:

- A. The Executive Director shall supervise and direct all other employees of the Commission.
- B. The Executive Director shall implement the administrative policies and procedures concerning the staff and the staff functions as established by the Commission.
- C. The Executive Director shall be responsible for maintaining the necessary records to satisfy the Commission requirements, and those of such other agencies as may be involved.
- D. The Executive Director shall discharge the functional and operational requirements as set forth by the Commission.
- E. The Executive Director shall expend effort toward establishment of liaison with agencies of local, state and federal governments, and with financial institutions, engineering firms, building contractors, public and private utility companies, locational consultants and other entities either directly or indirectly involved with business planning and location.
- F. The Executive Director may be assigned other duties, or duties may be eliminated by the Chairman upon approval by the Commission.

ARTICLE SIX: COMMISSION PANELS AND TASK FORCES

Section 1. The Chairman may from time to time, appoint qualified individuals to serve on bodies created to achieve specific objectives and purposes of the Commission. The creation of appropriate panels and task forces as operating entities is hereby authorized.

ARTICLE SEVEN: MEETINGS

Section 1. The Commission shall meet regularly, at least once every two months. The Chairman may call additional meetings as necessary to provide proper notice is given to the public. Meetings of the Commission shall be held in the principal office or in other locations as designated by the Chairman.

Section 2. Special or emergency meetings may be called by the Chairman, the Executive Director, or by any three Commission members at any time or place by giving as much prior notice as is reasonably possible. Notification of special and emergency meetings may be accomplished by telephone.

Section 3. A quorum for the Board of Commissioners shall consist of seven Commission members. If no quorum is present, there shall be no official meeting.

Section 4. At Commission meetings, each of the Commissioners present shall have one vote. All Commission actions shall require a majority vote of the members present.

Section 5. Questions of parliamentary procedure shall be decided according to Roberts Rules of Order.

ARTICLE EIGHT: BUDGET

All expenditures by the Commission shall be made pursuant to a budget submitted to the Franklin County Manager and approved by the Franklin County Board of Commissioners in accordance with the Local Government Budget and Fiscal Control Act.

Section 1. The Commission shall prepare an annual budget for presentation to the Franklin County Manager on or before the first day of April of each year.

Section 2. The annual budget shall show proposed expenditures for all operating expenses, capital equipment and improvements. A breakdown of the source of funds shall indicate the amount to be requested of the governing body, and the amount to be obtained from other sources including state and federal grants. The budget shall be a line item budget.

Section 3. The fiscal year for the Commission shall be in accordance with Article One, Section 5 of these by-laws.

ARTICLE NINE: RECORDS

Section 1. The Commission staff shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

Section 2. The Commission shall make a report to the Franklin County Board of Commissioners at least annually.

ARTICLE TEN: AMENDMENTS OR CHANGES TO BY-LAWS

The Commission, by the affirmative vote of a seventy-five percent thereof, may make, alter, amend, add to or repeal these By-Laws at any regular or special meeting. Prior written notification of a minimum of seven days shall be accorded members relative to amendments or changes. The notice shall list the proposed change(s). By-laws as adopted February 4, 2005 shall supercede all previous by-laws.

ARTICLE ELEVEN: DISSOLUTION AND LIQUIDATION

The authority for the Commission may be repealed in the same manner as it was originally authorized resulting in the dissolution of the Commission. Said notification of resolution of repeal shall be subject to the notice period as defined in the General Statutes of North Carolina.

Upon the dissolution of the Commission, the Commission shall, after paying or making provisions for the payment of all of the liabilities, debts and obligations of the Commission, dispose and distribute all of the assets of the Commission exclusively for the purposes of the Commission, subject to the approval of the creating body.

Amended January 5, 2009

Chairman, Shane Mitchell

Secretary, Leelan Woodlief