



CHARTER

Economic Development Authority (EDA) of Amherst County, VA

Approved 2-15-24

1. **Purpose** – The purpose/mission of the Economic Development Authority (EDA) is to promote economic development policies and practices that help retain and expand the county's existing business and employment bases; facilitate growth of existing commercial and industrial enterprises; and attract new business and employment opportunities. Success will result in high-quality jobs and a stable, diverse tax base that enhances the quality of life of Amherst County residents. To accomplish the purpose/mission, the EDA is authorized to undertake a range of activities, including but not limited to, recommending actions to the Board of Supervisors; acquiring, owning, leasing, and disposing of properties; making loans for the general purpose of promoting and developing for-profit and nonprofit enterprises and institutions; providing development incentives consistent with County policy; employing staff; and marketing Amherst County as a location for new economic activity.

The Economic Development Authority was created by the Amherst County Board of Supervisors ordinance in October 2004, pursuant to the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia. As such, the Authority is a political subdivision of the Commonwealth of Virginia, but it relies on the Board of Supervisors to appoint its members and fund annual operating costs.

2. **Goals** – Goals and objectives for the EDA are established in an annual work program (includes year-to-year, ongoing requirements for EDA program maintenance as well as Strategic Plan initiatives). A further goal is to respond to specific requests of the Board of Supervisors which are relative to the mission/purpose of the EDA.

3. **Membership** – Paragraph #1 above cites the establishment and status of the EDA as a legal entity. It also describes the purpose and some of the actions that the EDA can undertake. The following provisions apply to membership.

- There are seven voting directors appointed by the Board of Supervisors.
- Directors are appointed for four years, with staggered terms, except for appointments to fill unexpired terms. If a director's term expires without the Board of Supervisors appointing a successor, the director continues to hold office until his/her successor is appointed and qualified.
- Five directors are appointed based on their residency or business ownership in the five election districts of the county. Unless as provided in the paragraph immediately below, each of the five directors shall be resident in or shall own a business located in an election district distinct one from another. Two directors are to come from residents or business owners in any part of the County (at-large).
- If the Board of Supervisors does not receive an application from a qualified applicant pursuant to the paragraph immediately above, it may appoint to the EDA Board a person residing in an election district in which a sitting EDA Board director resides.

4. **Meetings** – The EDA Board meets on the second Wednesday of each month at 5:00 p.m. at the Amherst County Train Depot, 328 Richmond Highway (Rt. 60), in the Town of Amherst. A regular meeting date and time may be changed by a majority vote of the EDA directors. Special meetings, in addition to the regularly scheduled meetings, may also be held. Public notice of a change to a regularly scheduled monthly meeting and special meetings are posted on the County website at least three days in advance of the meeting. Minutes of all meetings are approved by the EDA and posted on the EDA website, AmherstVABusiness.com.

5. **Reports** – The EDA submits an annual report to the Board of Supervisors. Additionally, staff of the EDA provides reports as needed to the Supervisors on the status of EDA activities.

6. **Structure** – The Economic Development Authority annually elects a Chairman, Vice-Chairman, and Treasurer from its membership. Officers may succeed themselves, at the pleasure of the Board. The primary employee on the staff (executive director or other title) serves as the Secretary and is also elected annually. EDA Board members are provided an official email address (@CountyofAmherst.com).

7. **Staff Support** – The Economic Development Authority of Amherst County may hire staff as necessary to support its mission. Staff may include an executive director who would be responsible for the day-to-day operations of the Authority and supervision of other EDA staff. The executive director will also serve as secretary of the board. The Authority may enter into contracts for services normally provided by staff. The EDA has a formal agreement with the County that allows the Authority to rely on the County's Finance Department for management of its funds, paying invoices, financial reports, etc. The County also provides purchasing assistance, office facilities, periodic legal assistance, and other staff support when possible.

8. **Authority** -- The Economic Development Authority of Amherst County, Virginia, is an independent, legal unit of local government in The Commonwealth of Virginia. As such, after it coordinates its work program with the County Board of Supervisors and conducts implementation activities, the Authority represents the economic development interests of the County with the Lynchburg Regional Business Alliance, the Central Virginia Planning District, and the Commonwealth. Periodically, the Board of Supervisors may/will request the Authority to represent it on matters of great importance to the county (i.e., the disposition of Central Virginia Training Center).

9. **Official Acts** – Acts of the Economic Development Authority of Amherst County, Virginia are performed by a majority vote of the directors present at a scheduled or special meeting. A quorum of at least four members is required; except that in matters of disposition of facilities owned by the Authority, a vote of no less than four directors is required. The Chairman speaks for the EDA unless he/she designates another member to do so on a specific issue.

10. **Virginia Freedom of Information Act** – The Economic Development Authority is a public body under the Virginia Freedom of Information Act (FOIA). It is the responsibility of the Chairman, with the assistance of the Secretary, to ensure compliance with all facets of this law.

11. **State and Local Governments Conflict of Interests Act** – Members of the Economic Development Authority are non-salaried citizen appointees and must file an annual Financial Disclosure Statement each year as specified. The submission of the Financial Disclosure Statement is a condition of accepting appointment to the EDA. EDA Board of Directors are compensated \$100 per monthly regular board meeting they attend.

12. Youth Participation - The EDA may have one youth liaison who will serve for a period of one calendar year and/or school year. The youth liaison will be selected by a committee who will employ a selection process if there is more than one applicant for the position. The position is not tied to voting districts and is treated as an "at-large" seat. The youth liaison will not be a voting member of the EDA. The youth liaison will be excused from closed-session discussions at the discretion of the Board Chairman. The liaison shall receive all meeting announcements, agendas and preparatory information as a normal member so the liaison may participate and provide input as full members regardless of whether the liaison holds a vote. The liaison is subject to the same membership requirements as the adult members and may be removed for the same causes. Youth may be recruited from the school system, local non-profit organizations such as 4-H, the Boy and Girl Scouts, church youth organizations, Sweet Briar College or other organizations. The youth liaison may receive a letter or certificate at the end of their term to commemorate their service.