

ECONOMIC DEVELOPMENT AUTHORITY (EDA) OF AMHERST COUNTY, VA  
CHARTER  
Current as of 1-5-18

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 an ordinance of the Amherst County Board of Supervisors 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.** Measurable goals and objectives for the EDA are established in an annual, fiscal year Action Plan (includes year-to-year, on-going requirements for EDA program maintenance as well as Strategic Plan initiatives). The Action Plan is approved by the Authority and presented to the Board of Supervisors for review. An annual, fiscal year progress report is included in the Action Plan, which is presented by the EDA to the Supervisors. A further goal is to respond to specific requests of the Board of Supervisors not envisioned in the annual Action Plan, but which are relative to the mission/purpose of the EDA. The Action Plan, including measurable results from the previous year, is posted each fiscal year on the EDA web site.

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 can be undertaken by the EDA. 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 sited 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 6:00 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 at the end of the County's fiscal year as a component of the Action Plan. Reports on results of the EDA's responses to the Supervisors specific requests are submitted as work by the staff and Authority is completed. Additionally, staff of the EDA provides frequent verbal reports 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 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 Region 2000 Local Government Council, 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 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. They are not members of boards or commissions who are required to file Disclosure of Real Estate Holdings. The submission of the Financial Disclosure Statement is a condition of accepting

appointment to the EDA. EDA Board of Directors are compensated \$50 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 the Chairman 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.