

BY-LAWS
Quad Cities Enterprise
Zone Management Board

A. PURPOSE:

Authority: These By-Laws describe the duties and methods of operation of the Quad Cities Enterprise Zone Management Board, hereafter referred to as QCEZMB. The QCEZMB is hereby established as the Designated Organization for the Quad Cities Enterprise Zone as authorized defined and authorized under ILCS 655/1, The Illinois Enterprise Zone Act.

B. ORGANIZATION:

1. The QCEZMB shall be made up of one member from each participating local government. Members shall be appointed in writing by the chief elected official of their jurisdiction. In the case of an absence of a member, the chief elected official or municipal/county administrator may take the members place with full voting and officer privileges.

2. Responsibilities of Members:

All members shall make every effort to attend each scheduled meeting. Members of the QCEZMB have authority only when acting as a Designated Organization legally in session. The QCEZMB shall not be bound by any action or statement of any individual QCEZMB member except when such statement or action is pursuant to instructions from the QCEZMB.

2. Officers:

- (a) Election - A Chairperson, Vice-Chairperson and Zone Administrator shall be elected at the first regularly scheduled meeting of each calendar year. Election shall be by a majority vote of those present.
- (b) Define Zone Administrator –
- (c) Define Assistant Zone Administrator –

All officer terms are one year and may be renewed without limitation. The Chairperson shall preside at all meetings of the QCEZMB and perform all duties required as cited herein. In the absence of the Chairperson, the Vice-Chairperson shall preside and assume all duties and responsibilities of the Chair. The Chairperson or her/his designee shall take and maintain the minutes of all QCEZMB meetings.

C. OPERATION:

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in at the first meeting of each calendar year.
- (b) Regular Meetings – The QCEZMB shall meet not less than once per quarter.
- (d) Meeting shall be posted publicly in accordance with Illinois law.

- (d) Special Meetings – This type of meeting can be called by the Chairperson upon demand of three (3) members of the Board.
- (e) Meetings may include a closed session as provided by Illinois law.

4. Review of Reports, Projects, Submittals:

The QCEZMB shall review reports, projects, submittals and other relevant materials in the course of developing recommendations for their respective governing boards. Such review shall be in accordance with applicable criteria and policies as contained herein and as may be amended.

D. RULES OF ORDER:

1. Quorum - A quorum for any meeting shall consist of four (4) members of the QCEZMB.

2. Agenda – The Chairperson shall produce and post an agenda at least 48 hours prior to any meeting. The agenda must contain the salient points of consideration for the board and an opportunity for public comment.

(a) Persons, including QCEZMB members, wishing to place an item on the agenda must notify the Chairperson one week prior to the meeting date. If the person is going to make a presentation s/he must provide a copy of all presentation material and documentation to be included in each QCEZMB "packet" to be delivered prior to the scheduled meeting.

(b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

3. Role of the Chairperson:

The Chairperson's duties are as follows:

- (a) To open the session at the time at which the QCEZMB is to meet by calling the members to order; to announce the business before the QCEZMB in the order in which it is to be acted upon;
- (b) to recognize members entitled to the floor;
- (c) to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- (d) to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable;
- (e) to manage the members when engaged in debate within the rules or order; To assure the taking and maintenance the official minutes of the QCEZMB meetings.
- (f) to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Board;
- (g) to inform the QCEZMB on a point of order or practice pertinent to pending business;
- (h) to authenticate by his signature, when necessary, all acts, orders and proceedings as directed by vote of the QCEZMB.

The Chairperson shall vote as a member of the QCEZMB. Discussions which are not addressing the business before the QCEZMB, or which are conducted in a disorderly or disrespectful manner, shall be

ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

4. **Conduct of Meetings:**

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters the most recent edition of Roberts Rules of Order shall serve as a guideline with a vote of the QCEZMB being the final deciding authority.

5. **Recording of Votes:**

Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded during a roll call vote.

The Chairperson or her/his designee shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side. In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points. The minutes should show what action was taken by the QCEZMB in regard to them.

E. DISBANDMENT

The QCEZMB Management Board shall remain operational so long as the Quad Cities Enterprise Zone is authorized by the State of Illinois.

G. AMENDMENT PROCEDURE

An amendment to these By-Laws may be moved at one QCEZMB meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later.

QCEZMB MISSION

Mission

To be entered

Goal

To be entered

Objectives

To be entered