

CHAPTER 13 - DRAFT

ECONOMIC DEVELOPMENT ADVISORY BOARD

SECTION:

1-13-2: ECONOMIC DEVELOPMENT ADVISORY BOARD:

(Ord. 3313, 11-15-99)

1-13-2-1: ESTABLISHMENT:

There is hereby established an Economic Development Advisory Board (the "Advisory Board) of the Village of Orland Park. The Advisory Board shall consist of twelve (12) members, nine (9) Voting and three (3) ex officio nonvoting members. The three (3) ex officio members shall include the Village President, the Director of Development Services and a Village Trustee who shall be appointed by the Village President. The voting members shall be appointed by the Village President with the consent of the Village Board.

The Economic Development Advisory Board shall elect one (1) of its members to serve as chairperson and one (1) of its members to serve as vice chairperson. All members shall serve without compensation, for one year terms, which shall begin on the first Monday in June and expire on the first Monday in June of the following year. (Ord. 3596, 2-4-02)

1-13-2-2: MEETINGS AND MINUTES:

The Advisory Board will establish its own schedule which it will provide to the Village Board. It is anticipated that the Board will meet approximately six (6) times per year. Advisory Board members must be either physically present at the meeting or participate in the meeting through pre-arranged technologies.

Meetings of the Advisory Board shall be called by the Chair with notice of the meeting being forwarded to members with an agenda with at least fifteen (15) days' notice. The Village Clerk shall also be given notice so that the Clerk can provide the appropriate Public Notice according to the Open Meetings Act.

The quorum for meetings shall be (5) voting members.

Economic Development Advisory Board meeting minutes are to be approved for distribution by the Chair and confirmed at the next Ordinary Meeting of the Advisory

Board. The Minutes will be distributed to Advisory Board members and the Village Clerk.

The Advisory Board shall submit a report of its activities to the Village Board at least annually.

1-13-2-3: UNEXCUSED ABSENCES:

When a member misses three (3) consecutive regular meetings, without a reasonable excuse, the Chairman of the Advisory Board shall notify the Village Clerk of the member's consecutive absences. Then, after notification to the Advisory Board member, the President and Board of Trustees shall determine whether to declare the position vacant. If declared vacant, a successor will be appointed to fulfill the unexpired term.

1-13-3: ADVISORY BOARD DUTIES AND POWERS:

The Economic Development Advisory Board shall act as the advisory board to the Village of Orland Park Board on matters pertaining to economic development in the Village of Orland Park. These duties include:

1. Conduct economic policy discussions and make recommendations to the Village President and Board of Trustees on economic development issues, including, but not limited to, economic development goal setting, policy recommendations, strategic planning, marketing and market analysis for future business recruitment and retention/expansion activities.
2. Review annual marketing/action plans and make recommendations during plan formulation.
3. Individual members of the board may be asked to join the Village President, Board Members or staff to participate in recruiting visits and/or economic development meetings.
4. Advise the Village President and the Director of Development Services and assist in identifying assets, resources and incentives appropriate for implementation of the Village of Orland Park's economic development strategy.
5. Serve as a community ambassador for persons or companies seeking to invest in, or relocate to, the Village of Orland Park.
6. Individual members of the board may serve as representatives of the Village of Orland Park at state, regional and local economic development forums, conferences and/or trade shows in an effort to provide enhanced economic development opportunities for the Village of Orland Park.

7. Support and encourage the location of new enterprises in the Village of Orland Park.
8. Support and encourage the development of tourist business in the Village of Orland Park.
9. Review regional, local, State and/or Federal legislation and policy decisions in order to identify the impact they may have on the Village of Orland Park.
10. Establish two subcommittees, a Financial Assistance Review Subcommittee and an Economic Development Policy Subcommittee. Each subcommittee will report to the full Advisory Board at each Advisory Board meeting. (Ord. 3596, 2-4-02)
11. Adopt and amend bylaws and regulations for the Advisory Board and its subcommittees. (Ord. 3596, 2-4-02)
12. Review and evaluate applicable applications for economic development funds of the Village of Orland Park and to recommend to the Village President and Board of Trustees approval of applications for economic development funds.
13. Identify, submit and accept on the behalf of the Village, grants, loans, or gifts related economic development efforts.
14. Assist with the Village's Business Retention Visit Program (VBRV), as needed, including the identification of Orland Park businesses who would benefit from the program.
15. Review revolving business development loan applications and make funding recommendations to the Village Board.
16. Assist the Village with identification and recruitment of business sponsorships for various Village initiatives and projects.

(Rewrite Loan Program Funds information here)