

BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY

A G E N D A

January 7, 2013

**7:00 p.m. (or soon thereafter)
City Hall Council Chambers**

1. CALL TO ORDER
2. APPOINTMENT OF OFFICERS FOR 2013
3. ADJOURN

B.E.D.A. AGENDA ITEM



Meeting Date: January 7, 2013

Action Requested: BEDA Annual Meeting and Appointment of Officers

Prepared By: Kay M. Murphy, Secretary 

Reviewed By: John Chattin, Executive Director

The Bylaws of the Bemidji Economic Development Commission provide for an annual meeting to be held in January of each year. The Bylaws further provide:

“That officers of the BEDA are elected annually at the annual meeting to be held in January of each year and are hereby authorized to perform the duties and powers of their respective offices as defined in Article II.”

The current BEDA officers are:

Dave Larson, President
Roger Hellquist, Vice President
Greg Negard, Treasurer
John Chattin, Executive Director
Ron Eischens, Assistant Treasurer
Kay Murphy, Secretary

Recommendation:

Hold the annual meeting of the BEDA and elect officers in accordance with the attached Bylaws and appoint the officers for 2013 as:

Rita Albrecht, President
Roger Hellquist, Vice President
Nancy Erickson, Treasurer
John Chattin, Executive Director
Ron Eischens, Assistant Treasurer
Kay Murphy, Secretary

**BYLAWS
OF THE BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY
OF BEMIDJI, MINNESOTA**

ARTICLE I - THE AUTHORITY

Section I. Name of Authority. The name of the Authority shall be the "Bemidji Economic Development Authority, in and for the City of Bemidji, Minnesota".

Section II. Seal of Authority. The seal of the Authority shall be in the form of a circular disc having engraved thereupon "Corporate Seal - Bemidji Economic Development Authority, Bemidji, MN".

Section III. Office of Authority. The offices of the Authority, hereinafter referred to as BEDA, shall be at City Hall in the City of Bemidji, State of Minnesota, and the BEDA shall hold its meetings in the Council Chambers at City Hall.

ARTICLE II - OFFICERS

Section I. Officers. The officers of the BEDA shall be a president, vice-president, a treasurer, a secretary, and an assistant treasurer.

Section II. President. The President shall preside at all meetings of the BEDA. Except as otherwise authorized by resolution of the BEDA, the President along with the Executive Director shall sign all contracts, deeds and other instruments made by the BEDA. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the BEDA.

Section III. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in the case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the BEDA shall select a new President.

Section IV. Secretary. The Secretary shall perform the duties of a secretary for the BEDA. The office of Secretary need not be held by a Commissioner.

Section V. Treasurer. The Treasurer shall:

- a. Receive and be responsible for Authority money;
- b. Be responsible for the acts of the Assistant Treasurer;
- c. Disburse Authority money by check only;
- d. Keep an account of the sources of all receipts, and the nature, purpose and authority of all disbursements; and
- e. File the Authority's detailed Financial Statement with its Secretary at least

once a year at a time set by the BEDA.

- f. The Authority may assign one or all of the duties of the Treasurer, including the signing of checks of the Authority, to the Assistant Treasurer.

Section VI. Assistant Treasurer. The Assistant Treasurer shall have the powers and perform the duties of the Treasurer if the Treasurer is absent or disabled, or in the case of an assignment by the Authority, the Assistant Treasurer shall have those duties of the Treasurer so assigned. The office of Assistant Treasurer need not be held by a Commissioner.

Section VII. Executive Director. The Bemidji City Manager shall act as the Executive Director of the BEDA and shall have general supervision over the administration of its business and affairs, subject to the direction of the BEDA. The Executive Director shall co-sign, along with the Treasurer or Assistant Treasurer, all checks of the Authority.

Section VIII. Additional Duties. The officers of the BEDA shall perform such other duties and functions as may from time to time be required by the BEDA or the Bylaws or rules and regulations of the BEDA.

Section IX. Election or Appointment. The Authority shall elect the President, Treasurer and Secretary annually, at the annual meeting of the Authority as provided in Article III, Section I. The President, Treasurer and Secretary shall hold their respective office for one year or until their successors are elected and qualified.

The Vice-President and Assistant Treasurer shall, pursuant to their appointment, serve in the capacity of Vice-President and Assistant Treasurer until the expiration of their term of office as Commissioner or their resignation. A Commissioner may not serve as President and Vice-President at the same time. All other offices may be held by the same Commissioner.

Section X. Vacancies. Should the office of President, Vice-President, Treasurer, Secretary or Assistant Treasurer become vacant, the BEDA shall elect a successor at the next regular meeting, and such election shall be for the unexpired term of said office.

Section XI. Additional Personnel. The BEDA may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Economic Development Authority Law of Minnesota applicable thereto. The selection and compensation of such personnel shall be determined by the BEDA subject to the laws of the State of Minnesota.

ARTICLE III - MEETINGS

Section I. Annual Meeting. The annual meeting of the BEDA shall be held in January of each year, immediately following the first regular City Council meeting in January, at the regular meeting place of the BEDA. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section II. Regular Meetings. Monthly meetings may be held without notice at the regular meeting place of the BEDA on the First and Third Mondays of each month, at 7:00

o'clock p.m., unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day.

Section III. Special Meetings. Special meetings of the BEDA may be called by the President, or two members of the BEDA for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the BEDA or may be mailed to the business or home address of each member of the BEDA at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the BEDA are present at a special meeting, any and all business may be transacted at such special meeting.

Section IV. Quorum. The powers of the BEDA shall be vested in the Commissioners thereof in office from time to time. The majority of all Commissioners shall constitute a quorum; however, a smaller number may adjourn from time to time. When a quorum is in attendance, action may be taken by the BEDA upon a vote of a majority of the Commissioners present.

Section V. Order of Business. The BEDA shall determine its own rules and Order of Business, but shall endeavor to utilize the following Order of Business.

- a. Roll Call;
- b. Reading and approval of the minutes of the previous meeting
- c. Bills and communications;
- d. Report of the Executive Director;
- e. Reports of Committees;
- f. Unfinished business;
- g. New business;
- h. Adjournment.

All resolutions shall be in writing.

Section VI. Manner of Voting. The voting and all questions coming before the BEDA shall be by roll call, and ayes and nays shall be entered upon the minutes of such meetings.


ARTICLE IV - AMENDMENTS

Amendment to Bylaws. The bylaws of the BEDA shall be amended only with the approval of at least three of the members of the BEDA at a regular or special meeting.

BE IT RESOLVED BY THE COMMISSIONERS OF THE BEMIDJI ECONOMIC DEVELOPMENT AUTHORITY OF BEMIDJI, MINNESOTA:

1. That officers of the BEDA are elected annually at the annual meeting to be held in January of each year, and are hereby authorized to perform the duties and powers of their respective offices as defined in Article II.
2. That the duties of the Treasurer are hereby assigned and delegated to the Assistant Treasurer.

Amended: January 17, 2006



President

ATTEST:


Secretary