

Operating Guidelines of the Jackson Revitalization Committee

Purpose

It is recognized that the administration of the Jackson Revitalization Committee is vested in the city of Jackson through the Jackson City Council, the Jackson Revitalization Committee, and the Executive Director (future).

The purpose of the Committee shall be to organize a group of persons interested in revitalizing the City of Jackson; recruiting and retaining new businesses and industries; sustaining a growing economy; thus enriching the lives and experiences of Jackson property owners, merchants, residents and tourists.

The activities of the Committee shall include:

- Development and maintenance of a Strategic Plan
- Sponsorship of projects identified in the Strategic Plan
- Informing the public of proposed changes within the city limits
- Securing resources that are beyond the command of the ordinary City budget
- Performing other services deemed helpful to the City of Jackson

Directors

This Committee shall be comprised of a Chairperson, and eleven (11) committee directors. Total board capacity will be no less than seven (7) and no more than twelve (12) directors. The Executive Director (future) or designee, shall be an ex-officio member of the Committee.

The Committee seeks diverse representation consisting of the following:

- two (2) city council members
- two (2) merchants
- two (2) property owners
- one (1) member of the Historic Jackson Business Association
- one (1) Jackson resident
- three (3) members-at-large
- one (1) County liaison

In case of a tie vote, the Chairperson has the authority to break the tie.

Notwithstanding any other provision of these guidelines, not more than forty-nine percent (49%) of the persons serving on the Committee may be interested persons. "Interested persons" means either:

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- Any person currently being compensated by the Committee for services rendered it within the previous twelve (12) months, whether as full- or part-time officer or other employee, independent contractor or otherwise, or
- Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Selection Process

The initial Nominating Committee will be appointed by the City Council and/or Mayor. The committee will be comprised of three individuals possessing an understanding of the goals and objectives of the Jackson Revitalization Project. Each subsequent Nominating Committee will be appointed annually by the Committee Chairperson.

The Nominating Committee will be responsible for reviewing Revitalization Committee director membership applications. Using the City's application form, individuals may apply for committee participation. The Nominating Committee will make its recommendation to the Revitalization Committee. Upon agreement, the Revitalization Committee will make a final recommendation to the Jackson City Council for approval and appointment.

The Chairperson shall be selected by majority vote of Jackson Revitalization Committee directors and shall hold office for one year and until a successor has been designated.

Directors shall hold office for two years and until a successor has been designated except that each of the initial directors shall be designated as having a one or two year term so that one-half of the Committee will be elected each year. Directors shall be selected for their knowledge of the needs of the community, their activity in or representation of the community and their ability to contribute to the purposes of the Committee.

Each director elected at an annual meeting, elected at a special meeting or otherwise elected to fill a vacancy shall hold office until expiration of the term for which elected. Any person who has served as a director for six (6) consecutive years may not be reelected as director until one year has passed since the end of such person's last service as a director. Vacancies arising on the Board shall be filled by appointment made by the remaining Directors. Directors shall serve without compensation for their services.

Removal of Director

Any director may be removed at any time, with or without cause, by the Jackson City Council, with or without a recommendation from the Committee. Any director may resign at any time by giving written notice to the Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, acceptance shall not be necessary to make it effective.

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Committees

The Chairperson may appoint members to standing and ad-hoc committees. Standing committees include:

- Strategic Planning
- Finance
- Design
- Nominating
- Public Relations

Other standing or ad-hoc committees shall be formed as deemed necessary, with the approval of a Committee majority. The Chairperson is an ex-officio member of all committees with the exception of the Nominating Committee. Each Director will serve on a minimum of one (1) committee. The public-at-large may volunteer on any standing or ad-hoc committee upon majority vote of that committee.

Meetings

This Committee shall hold its annual meeting in the Spring for the purpose of election of directors, to receive various reports, and to enact other business. At the annual meeting directors shall be elected by the Committee. Each director shall cast one vote, with voting being by ballot. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. Public notice shall be made prior to each annual meeting and all Jackson Revitalization Committee meetings shall be conducted according to the Brown Act. Standing and ad-hoc meetings are not required to follow the Brown Act.

Newly elected directors will take office on July 1.

The Jackson Revitalization Committee shall meet monthly at a regular time and place. Additional meetings shall be scheduled as recommended by any special committees and approved by the Committee.

Meeting Conduct

The Committee shall meet at the call of the Chairperson. A majority of the Committee shall constitute a quorum. The direction of affairs of this Committee shall be determined by majority rule as determined by the Chairperson.

Meetings shall be presided over by the Chairperson or, in his/her absence by the vice-chairperson. Meetings shall be governed by Robert's Rules of Order.

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Funds

Adequate books of account shall be maintained by the Amador Community Foundation who shall be responsible thereof.

Approval Process – Sponsored projects supporting the Strategic Plan shall be presented to the Committee for approval. Upon approval, two (2) Committee member signatures shall be required to authorize the Foundation to release funds in accordance with accepted documentation. Accepted documentation includes invoices for products or services rendered and accepted by the Committee. No funds will be paid directly to individuals.

Donors may make gifts to the Committee. Grants from other nonprofits will also be accepted and used as defined by each grant request. Funds designated by the City of Jackson will be included in all project budgets, when applicable.

All gifts and grants shall be held in portfolios managed in accordance with the prudent investment requirements applicable to fiduciaries and used ultimately only for charitable purposes.

Activities and Dissolution

Notwithstanding any other provision of these guidelines, the Committee is organized exclusively for the revitalization of the City of Jackson. All activities conducted by the Committee will be guided by the Strategic Plan and will exclude carrying on propaganda or otherwise attempting to influence legislation or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

No part of the funds of the Committee shall inure to the benefit of any member, director, or any private individual unless said individual is a business or property owner participating in a Committee sponsored project.

Reasonable compensation may be paid for services rendered to or for the Committee.

Upon dissolution, remaining funds will be distributed to an existing nonprofit organization whose mission supports the purpose of the Revitalization Committee. No member or officer shall be entitled to share in the distribution of any of the assets upon dissolution of the Committee.