

**CITY OF RICE  
ECONOMIC DEVELOPMENT COMMITTEE  
OPERATING GUIDELINES**

The following policy recommendations are developed to guide the Rice Economic Development Committee's (REDC) selection of membership, officers and operating procedures.

**I. REDC MEMBERSHIP**

The REDC membership shall consist of representation as delineated below:

**A. Appointed Members**

1. Mayor
2. City Council Member
3. Retail Business
4. Manufacturing Business
5. Service Business
6. At large member (Rice Resident)
7. Local Financial Institution
8. Service Club

**B. Ex-officio - Other Economic Development Partners – Non-voting Members  
(To be informed of meetings and agenda items)**

1. Benton Telephone Cooperative
2. East Central Energy/Minnesota Power
3. Sauk Rapids-Rice School District
4. Local Realtor/Developer
5. Service Clubs
6. Healthy Communities Partnership
7. Downtown Revitalization
8. Housing Representative
9. Benton County Economic Development Director
10. Representation from one of three township (Langola, Graham, Watab)

**C. City Staff – Nonvoting Member**

D. Each year, all eligible members, who are not active, are to be contacted, informing them of their available membership on the REDC.

E. The Specific individual, representing a township, municipality or other entity which has been designated as a member of the committee shall be selected by the entity involved..

F. The Rice City Council appoints all governmental, business and individual members of the committee.

G. All members, except full-time salaried city employees and ex-officio members shall have voting privileges.

H. Roberts rules of order will be utilized for conducting all meetings.

**II. MEMBERS IN GOOD STANDING**

- A. Regular attendance at the meetings is strongly encouraged. For a member to remain in good standing, they must have regular attendance at the monthly meetings.
- B. Anyone missing 3 unexcused meetings in one year will lose membership on the Commission.

**III. TERMS**

- A. Terms are for two years. City official's terms shall not expire.
- B. Half of the terms will expire in odd numbered years and half in even numbered years. A roster delineating terms, voting status shall be maintained and submitted to the City Council annually.

**IV. STANDING COMMITTEES**

- A. Finance
- B. Marketing
- C. Downtown Revitalization
- D. Ad Hoc Committees

**V. FREQUENCY OF MEETINGS**

- A. The full committee shall meet monthly or at the discretion of the Chair
- B. Special meetings of the full committee may be held if necessary.
- C. The organizational meeting shall be held in the first quarter of each year.

**VI. QUORUM**

- A. Five voting members constitute a quorum.
- B. A majority vote is determined by a majority of the members voting.
- C. Abstaining members may still vote on other subject matter during meeting.

**VII. CONFLICT OF INTEREST**

- A. Members shall be guided by the laws, rules and regulations promulgated by the promulgated by the State of Minnesota, opinions of the Attorney General and precedents established by Minnesota Courts regarding conflicts of interest.

**VIII. PER DIEM**

- A. REDC members attending the regular monthly meeting shall be reimbursed at a per diem rate as established by the City Council. Full-time salaried public employees and ex-officio members shall not be eligible to receive a per diem.