

Charter of the Town of Lovettsville

Commerce and Business Development Committee

Approved by Commerce and Business Development Committee: May 18, 2023

Ratified by Town Council: May 25, 2023

Committee

The Commerce and Business Development Committee (CBD) shall be comprised of a maximum of Seven (7) Members. The Town Council shall select the Chair, and one additional Member of the Town Council who shall be the Council's representative. The Town Council shall appoint sufficient Members at-large to conduct the business of the Committee. One representative from the Planning Commission may be appointed by the Council. Additional non-voting Members may be appointed by the Council.

Meetings

The Committee shall have the power to call meetings to discuss and recommend policies within its jurisdiction, and to receive testimony at public hearings called for the same purpose. All meetings and hearings shall abide by the open meeting requirements of the Town and Laws of the Commonwealth of Virginia.

Meetings shall be held on the third Thursday of each month or as rescheduled as necessary, with additional meetings subject to the call of the Chair or by a simple majority of the committee members.

Quorum shall be comprised of a majority of the appointed, voting Members. Meetings shall adhere to Roberts' Rules of Order and are subject to additional rules as may be imposed by the Council.

Jurisdiction

The jurisdiction of the various Town Council Committees shall indicate both the core policy areas and delineate the extent of the Committee's influence on matters which might overlap with mother standing Committees.

To the greatest extent possible, Committees should refrain from taking action on matters outside their jurisdiction, notwithstanding discussions on broad issues which may include information or areas covered by other or multiple Committees. All matters not within the jurisdiction of a Committee shall be reserved for the Town Council or other Committees as shall be appointed by the Town Council.

For this Committee, the jurisdiction shall include: "Business development and retention; promotion of the Town as a business destination; coordination with development organizations; promotion and coordination of commercial development; tourism; branding and marketing of the Town and its businesses; regulatory and legislative education; business tax policy; improvement of and amendments to Town codes which impact business development and retention; coordination of business engagement in Town events; engagement with local and regional chambers of commerce and related

organizations; oversight and coordination of Town engagement with County, State and Federal organizations; and promotion of businesses generally.

As applicable for the aforementioned jurisdictions, implementation of a comprehensive communications plan; crisis communications structure and plans; authorities and responsibilities of Town officers and staff to speak with the public on matters pertaining to the Town; social media policy and responsibilities; promotion of the Town; and public information generally.