

**BYLAWS OF THE BRENTWOOD
ECONOMIC DEVELOPMENT SALES TAX BOARD**

ARTICLE I AUTHORITY AND OBJECTIVES

The Brentwood Economic Development Sales Tax Board (the "**Board** ") was established pursuant to the authority granted by the Legislature to the City of Brentwood as set forth in Chapter 67.1305 of the Missouri Revised Statutes and the Chapter 620 of the Code of Brentwood.

ARTICLE II MEMBERSHIP

As set forth in City Code Section 620.030, the Board shall consist of five (5) citizen members, appointed by the Board of Aldermen, the Brentwood School District and the St. Louis County Council for the terms specified therein. Each member shall have the right to vote upon matters coming before the Board.

Also, the City Administrator or her designee, the Director of Planning and Development or her designee, the City Attorney or his designee, and a City staff person acting as a Recording Secretary may attend the meetings as determined by the Mayor, the Board of Aldermen and/or the City Administrator, but shall not be considered members and shall not have voting rights.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 1. The officers of the Board shall be a Chair, a Vice- Chair, a Designated Alternate Vice Chair and a Secretary.

Section 2. The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by Robert's Rules of Order on a presiding officer, including the appointment of all committees.

Section 3. The Chair shall be one of the citizen members and shall also have the privilege of discussing and voting on all matters before the Board.

Section 4. The Vice-Chair shall be one of the citizen members of the Board. She/he shall act for and have the same powers as the Chair during the absence or disability of the Chair.

Section 5. The Designated Alternate Vice Chair shall preside at meetings in the absence of both the Chair and Vice-Chair and have their same powers during their absences.

Section 6. At each meeting, and in the absence of performance of the below-described actions by a staff Recording Secretary, the Secretary shall, in cooperation with the City Administrator or her designee, report to the Board on developments within the City that substantively or procedurally impact the meetings or the composition of the Board or otherwise affect the normal duties

of the Board. These include, but are not limited to, matters referred by the Board of Aldermen, upcoming items for deliberation, scheduling and cancellation of Board meetings.

ARTICLE IV ELECTION OF OFFICERS

Section 1. The election of the Chair, Vice-Chair, Designated Vice Chair and Secretary of the Board shall be held at the first regular meeting of each calendar year where a quorum is present. Nominations may be made by any member of the Board without the need for a second, and, after all nominations are received, the election shall follow immediately thereafter by secret ballot.

Section 2. A candidate receiving three votes shall be declared elected and shall serve for one (1) year or until his/her successor shall be elected to the office.

Section 3. Vacancies in the Offices of Chair, Vice-Chair, Designated Vice Chair and Secretary shall be filled as soon as practicable by the election procedure set forth above.

ARTICLE V MEETINGS

Section 1. The annual meeting of the Board shall be held in the fourth quarter each year to prepare for reports required by state statute and city code. Meetings will be held at the Brentwood City Hall or Recreation Center, as available, unless otherwise agreed to by a vote of not less than three voting members of the Board. Electronic attendance shall be allowed as provided by the Missouri Sunshine Law, Chapter 610 et seq. of the Missouri Revised Statutes.

Section 2. Special meetings of the Board may be called by the Chair, or during his/her absence by the Vice-Chair, or by any two (2) voting members of the Board on not less than three (3) business days' notice, except in the event of an emergency, which must be ratified by a vote at least three (3) voting members of the Board at the start of any such emergency meeting.

Section 3. Three (3) voting members shall constitute a quorum. Every motion, resolution or formal report on any matter referred by the Board of Aldermen shall require a positive vote of three or more members in order to be approved.

Section 4. The Chair, Secretary or staff Recording Secretary should notify all members of the Board via E-Mail or other electronic means not less than five (5) calendar days, including intervening weekends, in advance of regularly scheduled meetings, but may provide less notice in unusual circumstances where the matter at issue cannot be delayed and the usual notice is not possible, but in all events notice shall comply with the minimum requirements of the Missouri Sunshine Law. The notice of each meeting shall include the date, time and place of each meeting and a tentative agenda and should include a draft of the Minutes of the prior meeting.

Section 5. All Board meetings shall be conducted in accordance with the Missouri Sunshine Law and such local regulations as the Board of Aldermen may adopt from time to time that do not conflict with the Sunshine Law.

Section 6. The Board Chair, or such person duly acting as Chair pursuant to these By-Laws, shall consult with the City Administrator or Director of Planning and Development or their respective designees and may cancel, or request the City Administrator to cancel, a regularly scheduled Board meeting if it is apparent that a quorum cannot be achieved on a set date or there is no business for the Board to conduct.

ARTICLE VI ATTENDANCE

Members of the Board shall attend regular and special meetings unless their absence is excused for good cause. The Board of Aldermen shall be advised in writing of the name of any member of the Board who, without being excused for good cause such as health, incapacity or travel, has failed to attend three (3) consecutive regular meetings of the Board, or has failed to attend four (4) meetings during a period of twelve (12) consecutive months.

ARTICLE VII COMMITTEES

Section 1. The Chair may appoint such committees as may be needed from time to time by the next regular meeting following a vote of the Board to establish a committee for a designated purpose.

Section 2. The chair shall ensure that each such committee meets and conducts its assigned tasks in a timely fashion and in compliance with the Missouri Sunshine law.

ARTICLE IX AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the Board by a majority vote of its members, provided notice of any proposed amendment, together with a draft of each proposed amendment, shall be given in writing or by electronic means at least thirty (30) days before the regular or special meeting at which action is expected to be taken on any proposed amendment.

As of 10.26.21