



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

ADVISORY COMMITTEE HANDBOOK

October 2025

International Economic Development Council

1275 K St. NW Suite 300

Washington, DC 20005

www.iedonline.org

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I. Introduction

Welcome to an IEDC Advisory Committee! We would like to thank you for volunteering your time to support the work of IEDC and its mission to champion the economic development profession. IEDC values your commitment and the economic development community relies on your expertise and engagement in this important advisory committee work.

We hope that you will gain from the experience as much as you contribute to it. IEDC Advisory Committees are an excellent place to network with your peers, engage with the challenges of strengthening our shared profession, and learn about trends and topics that will impact the work that we do.

We have developed this Handbook to help orient you to the role of Advisory Committees in IEDC's work and explain what the advisory committees do. The Handbook also outlines the policies and procedures that govern IEDC Advisory Committees.

IEDC Background Information

International Economic Development Council

1275 K Street NW

Suite 300

Washington, DC 20005

Telephone: 202-223-7800

www.iedconline.org

Overview

International Economic Development Council (IEDC) is a 501(c)(3), Wisconsin Incorporated, non-profit membership organization. As the largest membership organization for economic developers across the world, IEDC is dedicated to providing economic developers with the tools and resources to do their job more effectively and raising the profile of the profession.

Vision

IEDC leads the future of economic development as an essential, valued profession that fosters shared prosperity throughout the world.

Mission

Through bold leadership, collaborative partnerships, and innovative programs and solutions, IEDC will equip economic developers to drive equitable and sustainable outcomes for the communities they serve as:

- The best place to work;
- The best place for economic developers to learn and connect; and
- The premier professional association for economic development in the world.

IEDC Organizational Structure

IEDC is a 501(c)(3) organization, governed by a 55-member Board of Directors. IEDC's Board selects a Chair, a Vice-Chair, and a Secretary-Treasurer to lead the association. The terms of office for these three leadership positions are for one year and there is no automatic elevation at the end of the term.

The Board is organized into the following core committees: Governance, Nominations, Committee on Professional Conduct (CPC), Audit, Stakeholder Engagement Standing Committee (SESC), Future of Economic Development Standing Committee (FEDSC), Global Community and Awareness Standing Committee (GCA), Organizational Excellence Standing Committee (OESC). These Committees enable the board to manage strategic and policy issues in a comprehensive and timely manner, proactively engage in shaping the organization's decisions, and efficiently monitor IEDC's performance against established benchmarks. Advisory Committees report to one of the following four standing committees: SESC, FEDSC, GCA or OESC.

The purpose of Advisory Committees is to support the work of IEDC as it relates to the strategic plan and guiding principles with a group of expert volunteers. Moreover, the Committees empower volunteers to be an integral part of the organization.

Descriptions of the roles of the Board Committees are detailed below. Advisory Committees report to one of the Board Standing Committees. Descriptions of the Advisory Committees are found later in the document.

Governance Committee

The Governance Committee is responsible for continuous development of the Board's governing capacity; the recommendation of bylaws revisions for Board adoption as appropriate; the development of governance policies, the coordination of Board and standing committee operations; and the maintenance of the Board and CEO working relationship. The Governance Committee is essentially a committee responsible for the management and coordination of the Board as IEDC's governing body.

It is headed by the Board Chair and consists of the Vice-Chair, the Secretary/Treasurer, the Chairs of the four Standing Committees, the Immediate Past Chair, and the President & CEO.

The Governance Committee is empowered to take action on behalf of the full Board, but only in true emergency situations. The Governance Committee is not intended to function as an independent Board.

Nominating Committee

The Nominating Committee is comprised of five (5) individuals, three of whom are past chairs of the Board and two of whom are current Board members. The past chairs are appointed by the Chair, subject to approval by the Board. Board members may self-nominate to serve on the Nominating Committee and will recuse themselves from seeking leadership positions. The Nominating

Committee is governed by the Nominations Policy and oversees the applications, process, timeline and recommendations for new candidates, renominations and leadership nominations for the Board.

Audit Committee

The Audit Committee's primary function is to assist the Board in fulfilling its oversight responsibilities with respect to the audit of the organization's books and records. This includes the recommendation or retention of external auditors; and an understanding of the organization's internal controls as they apply to risk assessment and the overall scope of the audit. The Committee has annual discussions with the auditor, reviews the annual audit report, and recommends its approval or modification to the full Board at IEDC's Annual Conference.

Committee on Professional Conduct (CPC)

The Committee on Professional Conduct is responsible for reviewing and investigating complaints of ethical violations by members who are individuals and individuals employed by members that are entities, and for determining sanctions, if any, if the allegations are proved, pursuant to policies and procedures as adopted from time to time by the Board of Directors for enforcement of the Code of Ethics and published to the members.

Stakeholder Engagement Standing Committee (Priority Area 1 – Impact on the Individual and Organization). Oversees the customer value for membership including professional development and networking along with accreditations and certifications for individuals and organizations.

The SESC shall:

- Oversee the development and implementation of membership recruitment and retention policies intended to ensure the organization continues to serve the economic development profession.
- Monitor member/stakeholder engagement, identifying opportunities for improvement, and ensuring that such opportunities are taken into consideration in IEDC's planning process
- Oversee the administration of member/customer satisfaction surveys, reviewing such surveys, and reporting survey results to the Board as appropriate.
- Engage in and receive reports on professional development and networking opportunities, tools and resources for practitioners.
- Reviews and approves policy changes for accreditations for both individuals and organizations.
- Receives reports from the Strategic Plan dashboard related to Priority Area 1.

Future of Economic Development Standing Committee (Priority Area 2 – Impact on the Profession). Oversees the programming and engagement for the profession across multiple sectors including public, private and philanthropic.

The FEDSC shall:

- Oversee and receive updates on publications, articles and actionable research related to the field of economic development.
- Review, recommend and monitor the engagement across sectors promoting professional development as a profession.

- Review recommendations on emerging technologies and vet opportunities for action in the technological space.
- Advise on the promotion of the profession with the desire to increase awareness of economic development as a profession.
- Receives reports from the Strategic Plan dashboard related to Priority Area 2.

Global Community and Awareness Standing Committee (Priority Area 3 – Impact on the Global Community). Responsible for clarifying IEDC’s desired public image in the eyes of key stakeholders, for overseeing the formulation of strategies to promote the image, and for maintaining effective communication. It also recommends policy positions in the governmental relations/legislative arena. The GCASC shall:

- Oversee the development and implementation of public policy priorities and strategies.
- Ensure that IEDC’s public image is refined and updated as norms and values change.
- Reviews and monitors grant-funded programs.
- Reviews, recommends and oversees international membership and engagement.
- Receives reports from the Strategic Plan dashboard related to Priority Area 3.

Organizational Excellence Standing Committee (Guiding Principles) – internal financial controls, business development. Responsible for guiding the Board's participation in all facets of organizational planning, including annual budget preparation, and for overseeing the development of IEDC’s financial resources.

The OESC shall:

- Work closely with the President & CEO in designing and overseeing strategic planning processes that will enable IEDC to deal effectively with topics and issues facing the organization and profession.
- Coordinate the Board’s participation in IEDC’s operational planning/budget preparation process and for ensuring that IEDC possesses the financial resources required to carry out its strategic and operational plans in a full and timely fashion.
- Oversees and monitors the fiscal health of the organization in an ongoing fashion as well as revenue diversification efforts.
- Review performance reports in committee meetings and reporting program and financial performance to the full Board.
- Review operational policies meriting Board attention (such as policies to govern IEDC’s digital ecosystem and practices), identifying the need for revision, and recommending policy revisions to the full Board.
- Receives reports from the Strategic Plan dashboard related to Operational Excellence.

Standing Committees do not have the authority to act on behalf of the Board or IEDC.

II. IEDC Advisory Committees

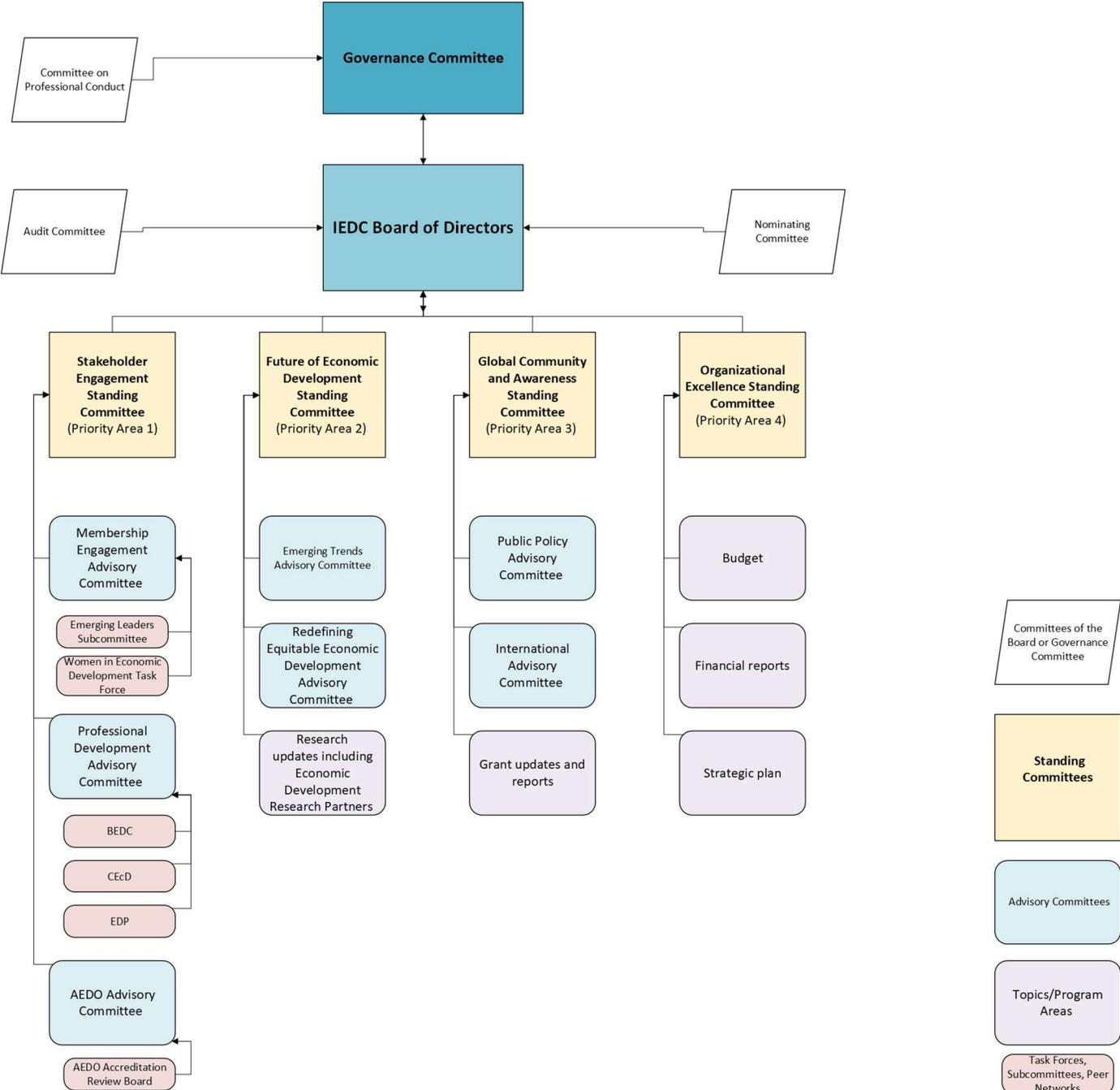
IEDC currently has seven Advisory committees. The number and scope of advisory committees can change from time to time in conjunction with the evolving needs of the organization or strategic plan and as directed by the IEDC Board of Directors.

The Advisory Committees are:

- AEDO Advisory Committee
- Emerging Trends Advisory Committee
- International Advisory Committee
- Member Engagement Advisory Committee
- Professional Development Advisory Committee
- Public Policy Advisory Committee
- Redefining Equitable Economic Development (RE2D) Advisory Committee

Each Advisory committee is composed of a maximum of 35 volunteer members who serve a two-year term, with no more than two consecutive terms. Nominations to serve on advisory committees open each fall and will be reviewed by the incoming Board Chair for appointment. All Advisory Committee members are expected to participate in at least half of all meetings, and at an in-person meeting on the Sunday of the IEDC Annual Conference. The incoming Board Chair will also appoint committee leadership recommendations to be approved by the Board of Directors at its first meeting of the year.

Advisory Committees perform specific functions that support the work of IEDC's strategic plan and are one of IEDC's core mechanisms for engaging volunteers in the organization's activities. Each Advisory Committee reports to a Board Standing Committee, and makes recommendations for Board action in specific functional areas. Those recommendations may be a response to an issue brought to the Committee by a board request, a member request, or may be initiated by the Committee itself. The Committees operate at the board's discretion. Advisory Committee members, like Board members, must adhere to IEDC's Conflict of Interest Policy, its Sexual Harassment Policy and its Code of Ethics (See Appendices). Below is an organizational chart that helps explain how the advisory committees are organized.



In sum, the Advisory Committees are an integral feature of the management of IEDC activities and provide the following value to the organization:

- 1) They serve as one of the more important mechanisms for soliciting membership engagement for IEDC;
- 2) They provide an important training ground and recruitment pool for economic development leadership and future board members; and
- 3) They do critical work in reviewing, recommending and overseeing core IEDC functional activities.

Peer Exchanges and Communities of Practice

In addition, IEDC has a peer exchange composed of the leaders of state and regional economic development associations. This committee does not have a specific set of functions that feed into the governance of IEDC, but rather provide a useful forum for peers to come together to learn from each other and find new and innovative ways to strengthen the practice of economic development.

Communities of Practice are larger peer networking opportunities that convene virtually to share best practices and resources around a specific topic. Only members may participate in communities of practice.

Committee Membership Eligibility

To serve on an Advisory Committee, an individual must be an active IEDC member in good standing. If an individual would like to serve on a committee and works for an organization which is a member but that person is not an active member of the organization's roster list, then the individual must be added to the organization's roster for active membership. Either the organization can add the person as an additional member or the individual must purchase their own individual membership.

Board members cannot serve on advisory committees. Should an advisory committee member be selected for the IEDC Board, then he or she is required to resign from the Advisory Committee. Alternatively, if an IEDC Board member would like to join an Advisory Committee, he or she must resign from the Board.

Exceptions to these policies are the BEDC committee membership, which is restricted to BEDC course directors, the AEDO Review Board and the peer exchange committees, which are restricted to the state and regional associations and state economic development directors.

Observer Status

Committees can add representatives from complementary professional associations to their committee to facilitate their work and strengthen their knowledge base. These individuals can participate in meetings, share knowledge and ideas, make recommendations but cannot vote directly on issues where a vote is required. These representatives are extra to the committee, and should not be included in the 35 membership maximum.

Advisory Committee Descriptions

AEDO (Accredited Economic Development Organization) Advisory Committee

The AEDO Advisory Committee is focused on the program's operations. To participate on this committee, in addition to the requirements for the review board, members must have experience reviewing at least three applications in the previous three years. The chair and vice chair of the advisory board also serve in the same positions for the AEDO Review Board.

The Committee ensures the high standards established and expected by an accreditation program are executed and maintained by member organizations. IEDC's expects professional and organizational excellence of all AEDOs. Appointed members must currently be in a senior position at an AEDO, previously employed in a senior leadership position by an accredited organization at the time of application, or have served as chair of the IEDC Board of Directors or AEDO Advisory Committee.

AEDO Accreditation Review Board

All review board members are required to review a minimum of one application per year and attend more than 30 percent of the meetings. Appointed members must currently be in a senior position at an AEDO, previously employed in a senior leadership position by an accredited organization at the time of application, or have served as chair of the IEDC board of directors or AEDO Advisory Committee. IEDC Board of Directors and AEDO Advisory Committee members may serve on the AEDO Review Board.

The AEDO Advisory Committee reports to the Board's Stakeholder Engagement Standing Committee.

Emerging Trends Advisory Committee

The Emerging Trends Advisory Committee provides insights and recommendations on new technological advances in economic development and works closely with staff and its standing committee related to positioning IEDC to be recognized as a thought leader in the industry. This includes programming and opportunities for member engagement and strategic direction recommendations to support the IEDC strategic plan. The committee meets virtually and in-person at the Annual Conference. The Emerging Trends Advisory Committee reports to the Future of Economic Development Standing Committee.

Professional Development Advisory Committee

The Professional Development Advisory Committee assists in the development of new content and provides input to help shape the relevancy and content of professional development courses, including

advanced courses. The committee monitors complementary and competitive education offerings by outside groups within the economic development industry. The work of this committee includes reviewing CEcD applications in which the candidate's eligibility cannot be clearly determined by staff; disputed "failed" results of the CEcD exam; applications for level two re-certification credits; and applications for Basic Economic Development Course accreditation. The committee will oversee the Re-accreditation of Basic Economic Development Courses on a 3-year cycle. This Committee reports to the Board's Stakeholder Engagement Standing Committee. The committee meets virtually and in-person at the Annual Conference.

BEDCs—the Basic Economic Development Course Directors Committee

This committee, composed of the BEDC Course Directors, functions as an organized group to share information and enhance the BEDC program. Any policy action must be referred to the Education and Certification Advisory Committee. Activities of the Committee may include profiling and sharing best practices among BEDC Course Directors related to program and instructor development, advising potential BEDCs and/or newly accredited BEDCs, alerting staff to contacts that may potentially serve as champions of a new BEDC within a state that currently does not have one, and acting as ambassadors to boost awareness of the accreditation program. The BEDC committee reports to the Education and Certification Advisory Committee, which reports to the Board of Director's Performance Oversight and Monitoring Committee (POM). POM oversees the accreditation of new BEDCs and other programs as well as the subsequent reaccreditation activity. The BEDC Committee meets four times a year: an in person meeting at the annual conference and three conference calls throughout the year.

International Advisory Committee

This committee provides a venue for networking and knowledge sharing among internationally-active members—both practitioners outside the US and those with an interest in global issues, trends and best practices. Members serve as advisors on international content for IEDC's conferences, professional development courses and research projects. The International Committee reports to the Global Community and Awareness Committee. The International Advisory Committee meets virtually throughout the year and in-person at the annual conference.

Member Engagement Advisory Committee

This committee focuses on membership engagement and enhancement including the mentoring and cultivating of new professionals and emerging leaders in the economic development profession. It reviews approaches to reach out and communicate to non-members the value of membership in IEDC including reviewing membership programs from other organizations and reviewing the Membership Survey for ideas for the provision of new cost-effective member services. MEAC also oversees the other such task forces, working groups and communities of practice as needed, with approval by the SESC. This Advisory Committee reports to the Stakeholder Engagement Standing Committee. The Membership Engagement Advisory Committee meets virtually throughout the year and in person at the annual

meeting.

Public Policy Advisory Committee

This committee monitors and reviews the organization’s legislative affairs and federal relations by establishing a list of key legislative issues to be monitored, recommending strategic and policy actions, and providing guidance and speaker recruitment assistance on the content of the annual Federal Economic Development Forum. The committee reports to the Global Community and Awareness Standing Committee. It makes recommendations to the Board on IEDC’s federal policy platform and annual legislative priorities as well as the selection of federal leadership awards. Members of the Committee may accompany IEDC Board members and staff as representatives of IEDC to Federal and Congressional offices. The committee meets virtually and in-person at the Annual Conference.

Redefining Equitable Economic Development (RE2D) Advisory Committee

This committee provides insight, connections, and feedback on IEDC’s equitable economic development work. The committee assists in recommendations, research and best practices supporting IEDC’s strategic plan and guiding principles. The committee meets virtually and in-person at the Annual Conference. The RE2D Advisory Committee reports to the Future of Economic Development Standing Committee.

Peer Exchange Committee Descriptions

State and Regional Associations

This committee brings together the heads of state and regional economic development associations to increase their opportunities to work together to better serve the economic development profession by:

- Sharing access to products, services, and professional information
- Enhancing representation to public and governmental agencies
- Creating a consistent and unified professional image
- Collaborating to enhance financial stability and growth
- Innovating within the profession and raising the visibility of model practices

How Advisory Committees Function

While each Advisory committee has unique functions and responsibilities, the following activities are common to all and represent the central modus operandi for Advisory Committee activities.

- Advisory committees make policy or program recommendations in their area of work that are delivered through a report from the Advisory Committee Chair to the Board Standing Committee (SESC, FEDSC, GCASC, or OESC) that oversees their work. The Board Standing Committee then approves, rejects or returns with recommendations to the Committee for revision. If the Standing Committee approves the recommendations, they are then passed to the full Board of Directors for final approval or notification. The Board of Directors then approves, rejects or returns with recommendations to the Advisory Committee for revision.
- These recommendations can be in response to a particular Board request, be a part of the

Advisory Committee's regular oversight responsibilities, or can be self-initiated. All recommendations made by the committee must be either revenue neutral (meaning they do not add additional cost to the organizational budget) or come with a clear revenue stream(s).

- All committees meet in person at IEDC's annual conference and virtually throughout the year.
- All committees can create sub-committees or task forces to facilitate their work.

III. The Role of the Advisory Committee Chair

Leadership Tenure

The Committee's Chair and Vice Chair serve for one year, with the option for a second-year renewal.

Leadership Selection

The IEDC Board Chair selects the leadership (chair and vice chair) of each Advisory Committee at the start of each calendar year from IEDC membership. Advisory Committee Leadership is not necessarily drawn from the committee membership of the previous year, although they might be.

Responsibilities of the Advisory Committee Chair

The committee chair's primary role is to oversee and guide the work of the committee as developed in a yearly scope of work that is approved by the Board Standing Committee. Core responsibilities include:

1. Draft annual goals for review and approval by the Board standing committees.
2. Develop meeting agendas and lead meetings.
3. Ensure committee work is pursued between meetings.
4. Review and approve committee reports.
5. Assign tasks to committee members.
6. Serve as liaison between the advisory committee and the Standing Committee.
7. Report committee activities to the Board through its Standing Committees.
8. Where appropriate, make policy or new service recommendations to the Board through its Standing Committees, with due consideration of operational and fiscal implications of those recommendations.
9. Deliver tasks as directly requested by Board of Directors through its Standing Committees.
10. Attend and report to the Board Standing Committee meeting at the Annual Conference.

Responsibilities of the Peer Exchange Committee Chair

The committee chair's primary role is to facilitate discussion among peers during the committee meetings.

IV. The Role of Advisory Committee Members

Member Tenure

Committee members serve a two-year term, and may serve up to two consecutive terms, after which the member must rotate off that committee. Each year a portion of the committee is up for renewal and the same number of new members rotates per year.

Member Selection

Each fall, IEDC puts out a general call for Advisory members, where members can express their desire to join a committee, and identify their top committee choices. Advisory Committee members will be chosen based on the number of openings on the committee and member attributes that would help create a diversity of ideas, perspectives, ethnicities, gender, age, global perspectives and geographies. If more IEDC members express an interest in joining a committee than there are positions available, they will be placed on a waiting list and be given priority consideration during the next rotation of members.

A member can serve only on one committee at a time. Upon ending service with one committee, a member may join another committee if room is available. There are several exceptions: 1) if a person from outside the committee is selected as chair or vice chair, they may stay on for tenure; 2) if committee chairs are selected from the existing committee membership and are in their final year of tenure, they may stay during their leadership tenure.

Committee members should attend a minimum of half of all meetings and may not miss more than three in succession. If a member faces temporary challenges to meeting this requirement, then they may formally request an excused absence from the Advisory Committee Chair or take a leave of absence from the Advisory Committee. Barring extenuating circumstances (e.g. medical emergency), the request must be made in a timely fashion (e.g. not after multiple meetings have been missed). If the member does not meet these requirements, the Advisory Committee Chair and Vice Chair in working with IEDC staff may choose to remove the member from the Advisory Committee even if their term is not completed.

Member Responsibilities

1. Make a serious commitment to participate actively in committee work.
2. Volunteer for and willingly accept assignments and fulfill them within reasonable timeliness.
3. Stay informed about committee matters, prepare well for meetings.
4. Get to know other committee members and build a collegial working relationship that contributes to consensus.
5. Accept and agree to the Code of Ethics, Conflict of Interest and Sexual Harassment policies as a part of their leadership role of the organization.
6. Act on behalf of the organization and not on their own personal interest or that of a related external constituent.

7. Sign and adhere to IEDC's Conflict of Interest and Sexual Harassment Policies.
8. Disclose real or perceived conflicts of interest and recuse themselves on any votes in which that conflict of interest emerges.

V. The Role of the IEDC Staff Liaison

Each Committee is assigned an IEDC Staff Liaison to support their efforts. Staff is supervised by IEDC Executive Leadership and CEO; the Committee does not supervise staff. The role of the IEDC Staff Liaison is to assist the Chair and the Committee to undertake their tasks in a timely manner. Specifically, the staff liaison fulfills the following tasks:

- Orients new Chair and Vice Chair and supports the Chair to orient new members.
- Assists the Chair crafting the Committee agendas, and review them with the Committee Chair in telephone calls.
- Works with Chair to draft annual goals for Board review.
- Prepares the materials (briefings, etc.) that are needed for the Advisory Committee meetings. Such information includes a summary, not minutes, of the previous meeting.
- Facilitates communication between the Committee and IEDC staff, other Committees and the Board.
- Assists the Advisory Committee where appropriate in proposing and developing products, services, surveys, research, etc.
- Maintains the waiting list for members who would like to join the Advisory Committee. The list will include individuals in order of request to join the Advisory Committee (dates will be noted). When there is room for members on the advisory committee, in conjunction with their other attributes, the waiting list will be given priority consideration. Records the participation rate of members and reviews these rates with the Chair yearly.

The above notwithstanding, the Advisory Committee Chair will avoid assigning the staff liaison time-consuming work, such as elaborately formatted presentations that are not essential to conduct the business of the Committee.

VI. Conclusions

In sum, the role of the Advisory Committees in IEDC's organizational structure is a critical one. Advisory Committees help IEDC and its Board oversee many of its core functions—Awards, Education, Certification, Public Policy, Membership Development and engage in new content areas or fields of endeavor—international, sustainability, higher education and engagement of young professionals.

Thank you again for your commitment to the economic development community and your willingness to volunteer on an IEDC Committee. We are glad you are here.

VII. APPENDICES

Appendix 1: IEDC Advisory Member Conflict of Interest Policy

An IEDC Advisory committee member pledges a personal and professional allegiance to the IEDC and acknowledges that the best interests of the organization and its members must prevail over any individual interest of his/her own or those of any other party. This requires each member to pay particular attention to how this duty overlaps with a similar duty owed to their business, employer or another association.

A conflict may exist when an individual participates in the deliberation or resolution of an issue important to the IEDC, while at the same time having other responsibilities that could predispose the individual. Conflicts should always be disclosed and may require ‘recusal’ – stepping back from participation in a matter – or even withdrawal from a post.

Most conflicts can be managed short of withdrawal. However, it is important and legally necessary that all conflicts be managed in a prudent and conservative fashion. Each member will be required to complete a disclosure form when they accept a position with IEDC, and annually thereafter. IEDC also expects each volunteer to:

- abide by the terms of this policy and the disclosure form;
- inform the President & CEO or an IEDC officer if a potential conflict arises during the course of IEDC business, whether or not the conflict was previously disclosed;
- Accept the judgment of IEDC with respect to how best to manage any conflict or appearance of a conflict situation.
- IEDC also requires that its employees report to the President & CEO any conflict, potential conflict, or appearance of conflict that comes to their attention regarding a Board or Advisory Committee member. The President & CEO will use his/her discretion in discussing this information with the affected Board member and the IEDC Governance Committee.
- IEDC exists for its members, and cannot exist without the dedicated involvement of its volunteers. IEDC will work to resolve recognized conflicts in the least intrusive way consistent with sound risk management, tempered by judgment and experience. It recognizes that situations will arise in which a Board member may have potentially conflicting loyalties but can readily resolve those conflicts to perform his or her job fairly and effectively. For true, serious conflicts, the individual will be asked to withdraw voluntarily from the volunteer’s position with the IEDC – or be involuntarily withdrawn. For true but less serious conflicts, disclosure and recusal from debate and/or decision making (such as voting) will typically be sufficient. With minor or potential conflicts, the act of disclosure alone is typically sufficient.

Appendix 2: IEDC Ethics Statement

International Economic Development Council Code of Ethics

I. Code of Ethics

The following code of ethics was established by the professional economic developers in the International Economic Development Council to ensure a high ethical standard for those involved in economic development.

There may be circumstances where the board may choose to interpret and apply this code to a particular event such as a man-made or natural disaster.

1. Carry out their responsibilities in a manner to bring respect to the profession, the economic developer and the economic developer's constituencies.
2. Practice with integrity, honesty, and adherence to the trust placed in them both in fact and in appearance.
3. Hold themselves free of any interest, influence, or relationship in respect to any professional activity when dealing with clients which could impair professional judgement or objectivity or which in the reasonable view of the observer, has that effect.
4. Be mindful that they are representatives of the community and shall represent the overall community interest.
5. Keep the community, elected officials, boards and other stakeholders informed about the progress and efforts of the area's economic development.
6. Maintain in confidence the affairs of any client, colleague or organization and shall not disclose confidential information obtained in the course of professional activities.
7. Openly share information with the governing body according to protocols established by that body. Such protocols shall be disclosed to clients and the public.
8. Cooperate with peers to the betterment of economic development technique, ability, and practice, and to strive to perfect themselves in their professional abilities through training and educational opportunities.
9. Assure that all economic development activities are conducted with equality of opportunity for all segments of the community without regard to race, religion, sex, sexual orientation, national origin, political affiliation, disability, age, marital status, or socioeconomic status.
10. Refrain from sexual harassment. Sexual harassment is defined as any unwelcome conduct of a sexual nature.
11. Not exploit the misfortune of federally declared disaster-impacted regions. This includes actively recruiting businesses from an affected community.
12. Abide by the principles established in this code and comply with the rules of professional conduct as promulgated by IEDC.

Appendix 3: IEDC Sexual Harassment Policy

NON-DISCRIMINATION, ANTI-HARASSMENT POLICY RESOLUTION FOR THE IEDC BOARD (Passed on 05/22/06)

Whereas IEDC has a long established employment policy prohibiting discrimination and harassment in the workplace, and

Whereas the “workplace” for most IEDC staff expands to include conference centers and meeting places where such staff interact with our members, including board members and other IEDC member volunteers, and

Whereas it is important for the board and advisory committee members to lead by example both in terms of our personal conduct while serving as IEDC members and IEDC volunteers, and

Whereas the courts are now grappling with expanded notions of workplace discrimination and harassment, possibly opening up IEDC to legal recourse, therefore

Be it resolved that the members of the IEDC board and advisory committee members agree to comply with the existing Equal Opportunity and Unlawful Harassment policies of IEDC (attached), and

Be it further resolved that members of the IEDC board and advisory committee members will immediately report incidents of harassment of or discrimination against IEDC employees or members that come to their attention to the President or the Chair, for investigation by the President, and

Be it further resolved that any report by staff of harassment or discrimination by board members or other IEDC member volunteers shall be made to the President who shall investigate the complaint and report results to the Chair, and

Be it further resolved that the Chair will then take appropriate action to resolve the complaints that come to the Chair under these policies, to the satisfaction of the accuser commensurate with the circumstances, and recommend any further actions, as he or she may deem appropriate, to the board, and

Be it further resolved that if, for some reason, the Chair cannot or will not take action, the Vice Chair will fulfill that responsibility.

Be it further resolved that the Vice Chair will fulfill the responsibilities of the Chair in connection with these policies at the Chair’s request, or if the Chair recuses him or herself or is otherwise unable to serve.