

**TITLE 117  
PROCEDURAL RULE  
ECONOMIC DEVELOPMENT AUTHORITY**

**SERIES 2  
MEETINGS AND MEETING NOTICES**

**§117-2-1. General.**

1.1. Scope. -- This procedural rule governs the notice given of all regularly scheduled, special and emergency meetings of the Board of the West Virginia Economic Development Authority. This procedural rule also governs the public's attendance at such meetings as well as appearances before the Board by members of the public at such meetings.

1.2. Authority. -- W. Va. Code §6-9A-1 et seq.

1.3. Filing Date. -- April 28, 2022.

1.4. Effective Date. -- June 1, 2022.

**§117-2-2. Definitions.**

2.1. "Authority" means the West Virginia Economic Development Authority.

2.2. "Board" means the governing body of the West Virginia Economic Development Authority.

2.3. "Person" means any individual, trust, estate, partnership, corporation, association, or any other legal entity recognized by the State of West Virginia.

**§117-2-3. Regular Meetings.**

3.1. The Board shall hold regular meetings on the third Thursday of each month; provided, that when such date falls upon a legal holiday, the Board may designate another date for the regular meeting.

3.2. The Board shall commence all regular meetings at 11:00 a.m. unless otherwise specified in the notice of any such meeting.

3.3. All regular meetings shall be conducted at 180 Association Drive, Charleston, West Virginia unless otherwise specified in the notice of any such meeting.

3.4. All regular meetings shall be general meetings for the consideration of any and all matters which may properly come before the Board.

3.5. Except in the event of an emergency requiring immediate official action by the Board, notice of all regular meetings of the Board shall be electronically filed with the office of the West Virginia Secretary of State for posting on the Secretary of State's open meetings website in a manner to allow each notice to appear on said website at least five (5) business days prior to the date of the meeting. Each such regular meeting notice shall state the time, place and purpose of the meeting.

**§117-2-4. Special Meetings.**

4.1. Special meetings of the Board shall be for the consideration of only those matters designated by the Board members requesting the meeting unless otherwise changed by the Board.

4.2. Except in the event of an emergency requiring immediate official action by the Board, notice of all special meetings of the Board shall be electronically filed with the office of the West Virginia Secretary of State for posting on the Secretary of State's open meetings website in a manner to allow each notice to appear on said website at least five (5) business days prior to the date of the meeting. Each such special meeting notice shall state the time, place and purpose of the meeting.

**§117-2-5. Emergency Meetings.**

5.1. In the event of an emergency requiring immediate official action by the Board, notice of the emergency meeting of the Board shall be electronically filed with the office of the West Virginia Secretary of State for posting on the Secretary of State's open meetings website and posted on the Authority's website as soon as practicable prior to the meeting. Each such emergency meeting notice shall state the time, place and purpose of the meeting and the facts and circumstances of the emergency.

**§117-2-6. Open Proceedings.**

6.1. All meetings of the Board shall be open to the public, except as when the Board holds an executive session pursuant to W. Va. Code §6-9A-4.

6.2. Any person desiring to address the Board at any meeting may do so provided that such person registers to address the Board no less than fifteen (15) minutes prior to the time the meeting is scheduled to commence.

6.3. The Board may cause the removal from any meeting of any member of the public who, as determined by the Board, is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

6.4. At any meeting where there is not room enough for all members of the public who wish to attend, the Board shall create and enforce reasonable guidelines for public attendance.