



BYLAWS OF THE SMALL BUSINESS COMMITTEE  
OF  
GULF COAST ECONOMIC DEVELOPMENT DISTRICT, INC.

**ARTICLE I – NAME**

This document shall constitute the Bylaws of the Small Business Committee of the Gulf Coast Economic Development District, Inc. (“GCEDD”).

**ARTICLE II – PURPOSE**

The Small Business Committee is established to serve as a liaison between the GCEDD and the Houston-Galveston Area Local Development Corporation (LDC), particularly where GCEDD provides funding that the LDC administers for U.S. Economic Development Administration (EDA)-supported and other small business lending programs which flow through the GCEDD. The Committee supports collaboration, transparency, and strategic alignment in the deployment of small business financing resources, while also serving as an advisory body to inform program design and impact tracking. In addition, the Committee monitors the regional small business ecosystem, offering insights that help strengthen the conditions for entrepreneurs and small businesses to grow, thrive, and remain resilient in a changing economy.

**ARTICLE III – MEMBERSHIP**

**Section 1. Composition**

The Small Business Committee shall consist of at least three (3) members drawn from the GCEDD Board, LDC staff, and/or regional stakeholders with relevant experience in small business development, finance, or economic development.

**Section 2. Appointment**

Members shall be appointed by the GCEDD Board President in consultation with the Executive Committee and GCEDD staff.



### **Section 3. Term of Service and Vacancy**

Members shall serve two-year terms and may be reappointed without limit. If a member resigns or is removed, a new member shall be appointed to complete the remainder of the unexpired term.

### **Section 4. Officers**

The Committee shall elect a Chair and Vice Chair from among its members annually. The Chair shall preside over meetings and coordinate with LDC and GCEDD staff to develop the meeting agenda.

## **ARTICLE IV – ROLES AND RESPONSIBILITIES**

The Small Business Committee shall provide:

1. **Strategic Alignment**  
Promote coordination between GCEDD and the LDC to ensure small business lending and support programs align with regional CEDS priorities and comply with EDA and other applicable funding agency guidance. Encourage cross-sector collaboration that strengthens the small business ecosystem across the region.
2. **Program Evaluation**  
Review performance metrics and reports from the LDC regarding GCEDD-funded loan deployment, borrower demographics, repayment, and program impact. Help assess whether programs are meeting the needs of diverse small business populations across urban, suburban, and rural communities.
3. **Funding Oversight**  
Monitor the use of GCEDD-directed funding administered by the LDC and provide input on program design, resource allocation, and emerging funding opportunities that may address regional gaps or priorities.
4. **Ecosystem Insight and Stakeholder Engagement**  
Offer observations on the health and resilience of the regional small business landscape. Advise GCEDD staff on engagement strategies that connect with local governments, lenders, technical assistance providers, chambers, and underserved business groups.
5. **Recommendations**  
Make recommendations to the GCEDD Board on improvements to lending and non-lending support services, technical assistance strategies, or public-private partnerships that support the long-term growth and sustainability of small businesses in the region.



## **ARTICLE V – MEETINGS**

### **Section 1. Frequency and Format**

The Small Business Committee shall meet at least twice per year to evaluate small business needs across the region, review loan program performance, and identify opportunities for GCEDD Board engagement. Meetings may be conducted in person, virtually, or in a hybrid format.

### **Section 2. LDC Participation**

In addition to formal Committee meetings, members are expected to attend quarterly LDC Board meetings on a rotating basis. The Committee Chair, in coordination with GCEDD staff, shall assign at least one Committee member to attend each LDC Board meeting. A member may designate an alternate from the GCEDD Board with prior approval of the Chair.

### **Section 3. Quorum and Voting**

A quorum for formal Committee meetings shall consist of a majority of appointed members. Actions shall be approved by a majority vote of members present.

### **Section 4. Staff Support**

GCEDD and LDC staff shall provide administrative support for Committee meetings, including preparation of materials, presentation of performance data, and documentation of minutes.

## **ARTICLE VI – REPORTING**

A summary of each meeting shall be prepared by staff and submitted to the GCEDD Board. Committee recommendations shall be documented in the meeting summary and presented to the Board for consideration.

## **ARTICLE VII – AMENDMENTS**

These Bylaws may be amended by a majority vote of the Small Business Committee, subject to final approval by the GCEDD Board. Proposed amendments must be shared at least three (3) days in advance of the vote.