

GOVERNANCE COMMITTEE CHARTER

ADOPTED: February 6, 2013

This Governance Committee Charter was adopted by the Board of Directors of the Cheektowaga Economic Development Corporation (hereinafter referred to as “CEDC”) a public benefit corporation established under the laws of the State of New York, on this 6th day of February, 2013.

I. Purpose

The purpose of the governance committee is to assist the Board by:

- Keeping the Board informed of current best practices in corporate governance;
- Reviewing corporate governance trends for their applicability to the CEDC;
- Recommending updates to CEDC’s corporate governance principals and governance practices;
- Advising those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences required of potential Board members;
- Examining ethical and conflict of interest issues;
- Performing Board self-evaluations;
- Recommending by-laws which include rules and procedures for conduct of Board business.

II. Powers of the Governance Committee

The Board of Directors has delegated to the governance committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from CEDC staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the committee deems necessary.
- Solicit, at the CEDC’s expense, persons having special competencies, including legal accounting or other consultants as the committee deems necessary to fulfill its responsibilities. The governance committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Board’s adopted procurement guidelines as per

Public Authorities Law Section 2879, and to present such contracts to the Board for its approval.

III. Composition and Selection

The membership of the committee shall be as set forth in accordance with and pursuant to Article X, Section 2 of the CEDC's by-laws. The governance committee shall be comprised of three (3) independent members. (The size of the committee is determined by the Board of Directors) The governance committee members shall be appointed by, and will serve at the discretion of the CEDC Board of Directors. The Board may designate one member of the governance committee as its Chair. The members shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified. When feasible, the immediate past governance committee Chair will continue serving as a member of the Committee for at least one year to ensure an orderly transition.

Governance committee members shall be prohibited from being an employee of the CEDC or an immediate family member of an employee of the CEDC. In addition, the governance committee members shall not engage in any private business transactions with the CEDC or receive compensation from any private entity that has material business relationships with the CEDC or be an immediate family member of an individual that engages in private business transactions with the CEDC or receives compensation from an entity that has material business relationships with the CEDC.

The governance committee members should be knowledgeable or become knowledgeable in matters pertaining to governance.

IV. Committee Structure and Meetings

The governance committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting, in person or via telephone or video conference.

Meeting agendas will be prepared for every meeting and provided to the governance committee members at least five (5) days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The governance committee shall act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings are to be recorded.

V. Reports

The governance committee shall:

- Report its action and recommendations to the Board at the next regular meeting of the Board.

- Report to the Board, at least annually, regarding any proposed changes to the governance charter or the governance guidelines.
- Provide a self-evaluation of the governance committee's functions on an annual basis.

VI. Responsibilities

To accomplish the objectives of good governance and accountability, the governance committee has responsibilities related to: (a) the CEDC Board; (b) evaluation of the CEDC's policies; and (c) other miscellaneous issues.

VII. Relationship to the CEDC Board

The Board of Directors has delegated to the governance committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the governance committee has specific expertise, as follows:

- Develop the CEDC governance practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint members to the Board in indentifying qualified individuals.

In addition, the governance committee shall:

- Develop and recommend to the Board the number and structure of committees to be created by the Board.
- Develop and provide recommendations to the Board regarding Board member education, as needed.
- Develop and provide recommendations to the Board on performance evaluations, including coordination and oversight of such evaluations of the Board, its committees and senior management in the CEDC governance process.

VIII. Evaluation of the CEDC Policies

The governance committee shall:

- Develop, review on a regular basis, and update as necessary the CEDC's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and polices applicable to state officers and employees.
- Develop and recommend to the Board any required revisions to the CEDC's written policies regarding the protection of whistleblowers from retaliation.

- Currently the CEDC does not have any employees. In the event that the CEDC considers hiring employees, the governance committee shall develop and recommend to the Board written employment policies concerning equal opportunity and affirmative action.
- Develop and recommend to the Board any required updates on the CEDC's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the CEDC's procurement process.
- Develop and recommend to the Board any required updates on the CEDC's written policies regarding the disposition of real and personal property.
- Develop and recommend to the Board any other policies or documents relating to the governance of the CEDC, including rules and procedures for conducting the business of the CEDC's Board, such as the CEDC's by-laws. The governance committee will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed.

IX. Other Responsibilities

The governance committee shall:

- Currently the officers and executives of the CEDC are not compensated. In the event the CEDC considers compensating its officers and/or executives, the governance committee shall develop and recommend written policies regarding the compensation, reimbursement and attendance of its officers; as well as review such policies on at least an annual basis.
- Annually review, assess and make necessary changes to the governance committee charter and provide a self-evaluation of the governance committee.