

LYONS DOWNTOWN DEVELOPMENT AUTHORITY

BY LAWS

ARTICLE I: NAME

Section 1. The name shall be LYONS DOWNTOWN DEVELOPMENT AUTHORITY, hereinafter referred to as the DDA.

Section 2. The DDA is created by the Village of Lyons, Michigan, as an Authority pursuant to Public Act 197 of the Public Acts of Michigan, 1975, as amended.

ARTICLE II: PURPOSE

Section 1. The DDA shall analyze the impact of economic changes and growth in the downtown district and develop plans on coordination WITH THE Village's Council, to promote orderly economic growth in the downtown district, hereinafter referred to as the DDD.

Section 2. With the advice and consent of the Village Council, the DDA shall implement a development plan in the DDD pursuant to said Public Act 197 of the Public Acts of Michigan 1975, as amended

Section 3. To promote economic growth, halt property value deterioration, to eliminate the causes of that deterioration, to encourage historic preservation and to properly and reasonably use the powers conferred to the DDA pursuant to said Public Act 197 of the Public Acts of Michigan 1975, as amended.

ARTICLE III: MEMBERSHIP, APPOINTMENT, TERM VACANCIES

Section 1. The DDA shall consist of nine (9) members, including the Village President, and eight (8) members appointed by President, subject to the approval of the Village Council.

Section 2. At least three (3) members shall be persons having an interest in property within the DDD, and at least one (1) member shall be a resident of the DDD.

Section 3. Of the eight (8) members appointed, eight (8) shall have one year appointments. Members shall hold office until a successor is appointed. After initial appointments have expired, a member shall serve for a term of four years.

- Section 4. The Village President shall appoint members of the DDA to fill unexpired terms and terms of those who may resign or who fail to qualify for any reason.
- Section 5. Members of the DDA shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the line of duty, providing they are approved by the board.
- Section 6. Before assuming the duties of an office, a member shall qualify by taking the constitutional oath of office.

ARTICLE IV: POWER AND DUTIES

- Section 1. The DDA shall adopt it's own rules governing procedures, the meeting dates, etc., subject to the approval of the Village Council. Special meetings may be called by the chairperson and one other board member. Public notice of the time, date, and place of all meetings shall be given in the manner required by Act 267 of the Public Acts of 1976.
- Section 2. Meetings of the DDA shall be open to the public and a record shall be maintained of all proceedings. All business which the board may perform shall be conducted in compliance with Act 267 of the Public Acts of 1976, being Michigan 15.267-15.275
- Section 3. Meetings shall be held on the 4th Monday of the odd numbered months @ 6pm, beginning September 27, 2021.
- Section 4. One officer and four members shall constitute a quorum for the transaction of business.

ARTICLE V: OFFICERS

- Section 1. The DDA shall elect a Vice President, known as chairperson, and a Treasurer, annually at the November meeting. Other officers shall be elected as necessary. Re-elections may be made at the pleasure of the DDA board.
- Section 2. The president shall preside at all meetings of the DDA, shall bring matters of immediate attention to the board, shall announce any special meeting to the membership, and shall maintain direct communication with the Village Council.

Section 3. The board shall have the power to engage and employ such manual, secretary, technical, and professional assistants, as in it's judgement may be necessary and is incidental, to carry out the purpose of the Authority.

Section 4. The secretary shall attend all meetings of the DDA, keep minutes of the meetings, and maintain these records; shall provide the Village Council with a copy of the DDA minutes, shall maintain the by-laws as amended or otherwise altered to date; shall see that book reports, statements and all other documents and records required by law are properly kept and filed.

Section 5. The treasurer shall be responsible to the DDA for the conduct of all financial affairs; shall countersign all purchase requisitions, along with the president. After signatures, approval requisitions will be forwarded to the Village of Lyons Clerk for payment and accounting record keeping for the DDA in the Village's accounting system. All expense items of the DDA shall be posted each month and financial records shall be open to the public.

ARTICLE VI: REMOVAL OF DDA MEMBERS

Section 1. Pursuant to notice and an opportunity to be heard, a member of the DDA may be removed for cause by the Village Council.

Section 2. DDA members shall be regular in attendance at meetings and any member who is not able to attend regularly shall resign his membership by a majority vote; any member may be removed from the DDA for continued absence from regular meetings.

ARTICLE VII: FISCAL YEAR, BUDGET, REPORTS AND AUDITS

Section 1. The fiscal year of the DDA shall be fro March 1 to February 28, or such other fiscal year a may hereafter be adopted by the Village Council.

Section 2. The Chairperson and Treasurer shall prepare an annual budget and submit it to the secretary of the DDA for submission to the Village Council. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality.

Section 3. The DDA shall be audited annually by the CPA firm which audits the Village of Lyons. Copies of the DDA audit shall be filed with the Village Council.

Section 4. All requisitions shall be approved by the Treasurer, or their designate, and signed by the Village Treasurer and counter-signed by the President, except as otherwise provided by the board.

Section 5. Either the Chairperson or Vice Chairperson of the Downtown Development Authority, along with the President of the Village of Lyons, is authorized to transfer property and titles on behalf of the Downtown Development Authority. Two (2) signatures are required on these documents.

ARTICLE VIII: CONTRACTS, LIABILITY

Section 1. No member of the DDA shall bind the DDA to any contract or pledge its credit or render it pecuniary liable for any purpose without the express authorization of the Village Council. Normal operating expenses shall not be considered to be in this category exceeding.

ARTICLE IX: BY-LAWS

Section 1. The board shall have the power to make, alter, or amend the By-Laws in whole, or in part, to be effective upon approval of the Village Council, Village of Lyons. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next regular or special meeting of the board.

Section 2. These BY-LAWS shall become effective upon approval of the Village Council, Village of Lyons. Until such approval the BY-LAWS shall be temporary by-laws for the Authority.

Adopted: 7-13-21
Approved by the Village Council,
Village of Lyons on _____

DDA Secretary

Village President