

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 in 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 advise and consent of the Village Council, the DDA shall implement a development plan in the DDD as necessary to achieve the purposes of the Downtown Development Act, all in accordance with the power granted by said Act.

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 9 members including the Village President and 8 members appointed by him, subject to the approval of the Village Council.

Section 2. At least 5 members shall be persons having an interest in property within

the DDD, and at least 1 (one) member shall be a resident of the DDD.

Section 3. Of the 8 members appointed, 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 line of duty providing they are approved by the board.

Section 6. Before assuming the duties of an office, a members shall qualify by taking the constitutional oath of office.

SECTION IV: POWER AND DUTIES

Section 1. The DDA shall adopt its 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 Act of 1976.

Section 2. Meetings of the DDA shall be open to 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 15.261-15.275.

Section 3. Meetings shall be held on the first Wednesday of each month at 2:00pm.

Section 4. One officer and four members shall constitute a quorum for the transaction of business.

SECTION V, OFFICERS

Section 1. The DDA shall elect a Vice President, known as chairperson and Treasurer, annually at November meeting. Other officers shall be elected as necessary. Reelections 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 meetings to the membership, shall maintain direct communication with the Village Council.

Section 3. The board shall have the power to engage and employ such manual, secretary, technical, financial and professional assistants as in its judgement may be necessary and is incidental to carry out the purposes 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 books 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 checks along with the president.

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 meeting.

ARTICLE VII, FISCAL YEAR, BUDGET, REPORTS AND AUDITS

Section 1. The fiscal year of the DDA shall be from Feb 28 to March 1 or such other fiscal year as may hereafter be adopted by the Village Council.

Section 2. The Chairperson and Treasurer shall prepare an annual budget and submit to the secretary of the DDA board 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 checks shall be approved by the Treasurer, or their designate, and signed by the Village Treasurer and countersigned by the Mayor, except as otherwise provided by the board.

Section 5. Either the Chairperson or the Vice-Chairperson of the Downtown Develop-

ment Authority, along with the Mayor, Village of Lyons, are 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 pecuniarily liable for any purpose without the express authorization of the Village Council. Normal operating expenses shall not be considered to be in this category not exceeding.

ARTICLE VIII, BY-LAWS

Section 1. The board shall have the power to make alter, or amend the By-Laws in whole or in party, 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 preceding 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 November 23, 1992
Approved by the Village
Council, Village of Lyons on
Dec. 14, 1992

Bette Barnes
DDA Secretary

Mayor of the Village