

TAWAS CITY

DOWNTOWN DEVELOPMENT AUTHORITY

RULES OF PROCEDURE

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BY-LAWS

1. REGULAR MEETINGS

Regular Meetings of the Downtown Development Authority shall be held on the second Monday of each month at 7:30 P.M. in the Council Chambers of the Tawas City Community Center, 208 North Street.

2. SPECIAL MEETINGS

Special meetings of the Downtown Development Authority may be called upon written request of the Chairperson or any three members of the Authority on 24-hours written notice to each member of the Authority, designating the purpose of such meeting and served personally or left at his/her usual place of residence. Special Meetings of the Downtown Development Authority shall be held at the Tawas City Community Center or at a public location designated in the notice of the special meeting. No business shall be transacted at any special meeting unless the same has been stated in the notice of such meeting, except when all members are present.

3. MEETINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TO BE PUBLIC

All regular and special meetings of the Downtown Development Authority shall be open to the public in compliance with Act No. 267 of the Public Acts of 1976.

4. CITIZEN COMMUNICATION

Each agenda of the regular and special meetings of the Downtown Development Authority shall provide for an item "Public Comment". Under this item, citizens shall have three (3) minutes to be heard. Any person may address the Downtown Development Authority during the Public Comment portion of the agenda, with permission of the Chairperson, giving his/her name and address and clearly stating the nature of their inquiry or comment.

At a regular meeting of the Downtown Development Authority any matter brought up from the citizens may be referred to another time or referred for study and recommendation upon resolution of the Downtown Development Authority. If a majority of the Downtown Development Authority present agree, said matter may be acted upon immediately. At a special meeting of the Downtown Development Authority, any matter brought up from a citizen may be deferred to another time or referred for study and recommendations upon resolution of the Downtown Development Authority.

The Chairperson may allow inquiries or comments to be made at a Special or Regular Meeting at such time as the related subject appears on the prepared agenda and in a manner not disruptive to the deliberations at hand.

5. CLOSED SESSION

Closed sessions shall comply with the Michigan Open Meetings Act. Act No. 267, Public Acts of 1976, as amended. A 2/3 roll call vote of members appointed and serving shall be required to call a closed session, except for closed sessions permitted under Section 8 of Act 267 of 1976.

6. ADJOURNMENTS

The Downtown Development Authority shall have the power to adjourn any regular or special meeting to a day and time certain which adjournment shall not be beyond the time of the next regular meeting. The adjourned meeting shall be considered a continuation of the same regular or special meeting. Any business which would have been proper for the Downtown Development Authority to consider at such meeting may be considered and acted upon at the adjourned meeting.

7. RECESS

A recess may be called by the Chairperson at any time during a meeting, unless the majority of the Downtown Development Authority present objects. A recess may also be called by a vote of the majority of the Downtown Development Authority present.

8. QUORUM

The majority of the members of the Downtown Development Authority shall constitute a quorum for the transaction of business at all meetings, but in the absence of a quorum two or more members may adjourn any regular or special meeting to a later date.

9. VOTES OF THE AUTHORITY

Votes on all matters before the Downtown Development Authority shall be by roll call. Prior to a vote, the Chairperson shall summarize the issue as follows:

"Motion by DeLage supported by
Bublitz . . ."

Upon such a motion, the Secretary shall call the roll with those in favor signifying by saying "YES" and those opposed signifying by saying "NO".

10. AUTOMATIC POSTPONEMENT

On any matter which requires a vote of more than a majority of the Downtown Development Authority members present at such meeting, and upon taking the vote, the matter receives a majority of those present but less than the required number of votes, then, in that event, the item shall be automatically postponed to the next regular meeting of the Authority. On any matter upon which a tie vote is recorded, the matter shall be automatically postponed to the next regular meeting of the Downtown Development Authority unless a tie vote is dispositive of the matter.

11. VOTING

A member who is present shall vote on all questions decided by the Downtown Development Authority unless excused by the affirmative vote of the majority of the remaining members of the Downtown Development Authority present, but no member shall vote on any question upon which he has private interest by association because of reason of employment, kinship, or a financial interest other than as a citizen of the City, unless authorized by statute.

12. RECONSIDERATION

A request by a member of the Downtown Development Authority to reconsider a vote on any question shall be in order as hereinafter set forth. It must be moved by one who voted with the prevailing side or by one who was absent when the vote was taken. For the purpose of this section of the Rules of Procedure and by-laws a person who is absent shall be defined as a member of the Authority who was not present at the meeting at which the vote was taken.

13. RESCISSION OR REPEAL

A motion to rescind or repeal some previous action may be made at any time at any regular meeting of the Downtown Development Authority, provided, such matter has been formally placed on the Agenda for consideration.

14. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current edition) shall govern the Downtown Development Authority in all cases to which they are applicable and in which they are not inconsistent with these rules, the City Charter, City Ordinances or laws governing the Downtown Development Authority.

15. OFFICERS OF THE BOARD

The members of the Downtown Development Authority shall elect one of its members to serve as Chairperson and one of its members to serve as as Vice-Chairperson. The responsibilities for the financial affairs of the Downtown Development Authority shall be administered by the City Treasurer and legal questions shall be referred to the City Attorney. The members shall designate a Secretary. The offices of Chairperson and Vice-Chairperson shall be a one year term expiring July 1 of each year.

Adopted by the Downtown Development Authority: February 12, 1990

Approved by City Council: February 19, 1990