

STURGIS DOWNTOWN DEVELOPMENT AUTHORITY.

Operating Procedures

Revised June 28, 1989

SECTION I - SCOPE

The rules of this Board for the transaction of business shall be in accordance with Act 267 of the Public Acts of the State of Michigan of 1976 (Open Meetings Act).

SECTION II - OFFICERS

1. The DDA Board shall organize and elect a Chairperson and a Vice-Chairperson at the annual meeting. The annual meeting is to be the regular meeting held in May of each year. The Secretary will be a City Employee designated by the City Manager. The Secretary will preside during the annual meeting until a Chairperson is elected. *Not in order.*
2. The duties of the Chairperson are as follows:
  - a. Preside at all meetings and public hearings.
  - b. Decide all points of order or procedure.
  - c. Sign all official papers of the Board except where such authority is delegated to the Secretary.
3. The Vice-Chairperson shall assume the duties of the Chairperson if the Chairperson is absent from any meeting.
4. The duties of the Secretary are as follows:
  - a. Keep the minutes of the Board.
  - b. Make all required notices of meetings and the proposed agenda.
  - c. Carry on the correspondence of the Board.
  - d. Maintain the files of the Board.
  - e. Notify the Board if any member is absent for four consecutive meetings without a legitimate reason.

SECTION III - MEETINGS

1. The regular meetings of the Board will be held on the last Wednesday of each month at the time and place so designated in the meeting notice. Meeting notification shall be made to each member at his place of choice by the Friday before each scheduled meeting.

2. Special meetings shall be called by the Secretary at the request of the Chairperson or any two members of the Board on at least twenty-four hours notice to each member. The Media will also be notified of meetings.
3. A quorum shall consist of seven members.
4. All plans, actions, and recommendations of the Board must be approved by at least seven members of the Board.
5. The order of business for all regular meetings shall be as follows:
  - a. Roll call.
  - b. Approval of minutes.
  - c. Old business.
  - d. New business.

#### SECTION IV - COMMITTEES

1. Special committees may be appointed by the Chairperson of the Board as deemed necessary to fulfill the Board's responsibilities.
2. No standing committees shall exist.

#### SECTION V - FILING OF REQUESTS & BUDGET

1. Any request for action by the Board shall be in writing and shall be filed with the Secretary for delivery to the Board.
2. An annual budget will be prepared and submitted to the City Commission on or before the first day of March each year.

June 28, 1989  
Date Revised

Harold L. Eshen  
Chairperson

Gary Meyer  
Secretary