

DOWNTOWN DEVELOPMENT AUTHORITY OF NORTHFIELD TOWNSHIP

BYLAWS

ARTICLE I BOARD OF DIRECTORS

SECTION 1. The business and property of the authority shall be managed and directed by the board of directors, consisting of all of the members, of which who shall serve terms as provided in the ordinance creating the authority.

SECTION 2. The fiscal year of the authority shall begin on July 1 of each year and end on the next succeeding June 30. The board annually, at its first regular meeting in January, shall elect a chairman, vice-chairman, secretary and treasurer. The treasurer does not need to be a member of the board to serve in this office. The officers so elected shall be for a term of one (1) year or any part thereof as may be determined, and until a successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

SECTION 3. The board may employ and fix the compensation of a Director, subject to the approval of the Township Board. The Director shall not be a member of the board. The board may employ a deputy secretary and deputy treasurer who need not be members of the board and, subject to the approval of the Township Board, may fix the compensation of the deputy secretary and deputy treasurer. The Director, deputy secretary and deputy treasurer shall serve at the pleasure of the board for no definite term of office. The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

SECTION 4. The board may exercise all powers provided by Act 197, Public Acts of Michigan, 1975, as amended, or otherwise by law including those bestowed by the ordinance establishing the authority.

SECTION 5. The board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants as in its judgment may be necessary and incidental to carry out the purposes of the authority.

SECTION 6. The board may adopt an official seal.

SECTION 7. The board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the Township Board.

ARTICLE II MEETINGS

SECTION 1. Meetings of the board shall be held in accordance with the provisions of the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended, and shall be held in the Township of Northfield, Michigan.

SECTION 2. Regular meetings of the board shall be held at seven (7) o'clock p.m. once monthly, date provided by public notice in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

SECTION 3. Special meetings shall be held whenever called by the direction of the chairman, Director, or any two (2) members of the board on eighteen (18) hours written notice of the time and place of the meeting. A waiver of notice in writing signed by a member entitled to such notice, whether before or after the time of this meeting, shall be deemed the equivalent to the giving of such notice.

SECTION 4. A majority vote of the members present shall be necessary for the transaction of any and all business or the passage of any resolution.

SECTION 5. At meetings of the board, business shall be transacted in such order as from time to time the board may determine.

SECTION 6. Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

ARTICLE III OFFICIALS

SECTION 1. The chairman shall preside at meetings of the board and shall do and perform such other duties as may be from time to time approved by the board. The vice chairman shall perform the duties of the chairman in the chairman's absence and such other duties as shall from time to time be assigned by the board.

SECTION 2. If a Director is appointed, then the Director shall be the administrator of the authority. Before entering upon the duties of his office, the Director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the penal sum determined in the ordinance establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the Township Clerk. The premium on the bond shall be deemed an operating expense of the authority, payable from funds available to the authority for expenses of operation. Subject to the approval of the board, the Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority in the manner authorized by law. The Director shall attend the meetings of the board, and shall render to the board and to the Township a regular report covering the activities and financial condition of the authority. If the Director is absent or disabled, the board may designate a qualified person as Acting Director to perform the duties of the office. Before entering the duties of the office, the Acting Director shall take and subscribe to the oath and furnish bond, as required of the Director. The Director shall furnish the board with information or reports governing the operation of the authority as the board may require from time to time.

The Director annually shall prepare and submit for the approval of the board, a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized by law and by the Township Board.

SECTION 3. The secretary shall maintain custody of the official seal and of records, books, documents, or other papers of the authority not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of proceedings and shall perform such other duties delegated by the board. The deputy secretary shall carry out such duties as are assigned by the secretary or the board.

SECTION 4. The treasurer shall keep the financial records of the authority and, together with the Director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated by the board and shall furnish bond in an amount as prescribed by the board. The deputy treasurer shall carry out such duties as are assigned by the treasurer or the board.

SECTION 5. All checks shall be signed by the treasurer and countersigned by either the chairman or the secretary, except as otherwise provided by the board.

ARTICLE IV
BYLAWS

SECTION 1. The board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon the approval of the Township Board. 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 bylaws shall become effective upon approval of the Northfield Township Board of Trustees. Until such approval, the bylaws shall be temporary bylaws for the authority.

Adopted February 26, 2018

Anne laquinto
Anne laquinto
Secretary of the Downtown Development Authority

Approved by the Northfield Township Board of Trustees at a regular meeting on 3-13-18.

Kathleen Manley
Kathleen Manley
Northfield Township Clerk