

# **VILLAGE OF LAWTON**

## **DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS**

### **ARTICLE I – AUTHORITY AND PURPOSE**

#### **Section 1. Authority**

These bylaws are adopted pursuant to the Michigan Downtown Development Authority Act, Public Act 197 of 1975, as amended, and the Village ordinance establishing the Downtown Development Authority of the Village of Lawton.

#### **Section 2. Purpose**

The purpose of the Downtown Development Authority (DDA) is to promote economic growth, revitalization, and development within the downtown district of the Village of Lawton, encourage historic preservation, strengthen the local business environment, and enhance the vitality and appearance of the downtown area.

### **ARTICLE II – MEMBERSHIP**

#### **Section 1. Composition**

The Downtown Development Authority shall consist of eleven (11) members appointed in accordance with the Village ordinance establishing the Authority and applicable state law.

#### **Section 2. Terms**

Members of the Downtown Development Authority shall be appointed for terms of four (4) years, unless otherwise provided in the Village ordinance establishing the Authority.

Members may be reappointed to additional terms. Members shall continue to serve until a successor has been appointed and qualified.

#### **Section 3. Staggered Terms**

Appointments shall be staggered so that, as nearly as possible, an equal number of member terms expire each year in order to maintain continuity of experience on the Authority.

## **Section 4. Vacancies**

Vacancies shall be filled by appointment by the Village President with approval of the Village Council for the remainder of the unexpired term.

## **Section 5. Attendance**

Members are expected to attend all regular meetings of the Authority. Members unable to attend should notify the Chairperson or Secretary in advance when possible.

# **ARTICLE III – OFFICERS**

## **Section 1. Officers**

The officers of the Downtown Development Authority shall consist of the following:

- Chairperson
- Secretary
- Treasurer

Officers shall be elected annually by the Authority from among its members.

## **Section 2. Chairperson**

The Chairperson shall:

- Preside at all meetings of the Authority
- Coordinate preparation of meeting agendas
- Ensure meetings are conducted in an orderly manner
- Represent the Authority at Village Council meetings when necessary
- Appoint committees as needed

## **Section 3. Secretary**

The Secretary shall:

- Ensure accurate minutes of all meetings are taken
- Maintain records and official documents of the Authority
- Ensure meeting notices and agendas are prepared as required
- Maintain attendance records

Clerical duties may be supported by Village staff when available.

## **Section 4. Treasurer**

The Treasurer shall:

- Maintain records of Downtown Development Authority receipts and expenditures
- Collect and organize financial documentation related to DDA activities
- Submit or coordinate submission of receipts and financial records to the Village Treasurer
- Meet monthly with the Village Treasurer to review DDA revenues, expenditures, and account balances
- Provide periodic financial updates to the Authority at its meetings
- Assist with preparation of the annual DDA budget

The Village Treasurer shall remain the official custodian of all Village funds in accordance with Village financial policies and state law.

# **ARTICLE IV – MEETINGS**

## **Section 1. Regular Meetings**

The Downtown Development Authority shall establish a schedule of regular meetings annually.

## **Section 2. Special Meetings**

Special meetings may be called by the Chairperson or by a majority of the Authority members.

## **Section 3. Open Meetings**

All meetings of the Authority shall comply with the Michigan Open Meetings Act and shall be open to the public.

## **Section 4. Location**

Meetings shall be held at Village Hall, 125 S. Main Street, Lawton, Michigan 49065, unless otherwise posted.

## **Section 5. Quorum**

A majority of the appointed members of the Authority shall constitute a quorum for the transaction of business.

# **ARTICLE V – VOTING**

Each member of the Authority shall have one vote.

Unless otherwise required by law, an affirmative vote of a majority of the members present at a meeting where a quorum is present shall be required to take action.

# **ARTICLE VI – COMMITTEES**

The Authority may establish committees as needed to assist with projects, programs, or initiatives related to downtown development.

Committees may include Authority members, business owners, residents, or other stakeholders.

All committee recommendations shall be presented to the full Authority for consideration.

# **ARTICLE VII – FINANCES**

## **Section 1. Fiscal Oversight**

All funds of the Downtown Development Authority shall be maintained by the Village of Lawton and managed in accordance with Village financial policies and applicable law.

## **Section 2. Budget**

The Authority shall annually review and recommend a proposed DDA budget to the Village Council.

## **Section 3. Financial Reporting**

Financial updates shall be periodically reviewed by the Authority, with the Treasurer coordinating with the Village Treasurer to ensure accurate reporting.

## **Section 4. Spending Authority**

To ensure efficient operation of the Downtown Development Authority while maintaining appropriate financial oversight, the following spending authority is established:

<b>Action</b>	<b>Requirement</b>
Expense up to \$1,000	May be approved by the Chairperson
Expense \$1,000 or more	Requires approval by the full Downtown Development Authority at a regular or special meeting

All expenditures shall remain subject to Village purchasing procedures and shall be processed through the Village Treasurer in accordance with Village financial policies.

## **ARTICLE VIII – CONFLICT OF INTEREST**

Members shall disclose any potential conflict of interest regarding matters before the Authority and abstain from voting where appropriate.

## **ARTICLE IX – AMENDMENTS**

These bylaws may be amended by a majority vote of the Downtown Development Authority, subject to consistency with state law and Village ordinances.

## **ARTICLE X – ADOPTION**

These bylaws shall become effective upon approval by the Downtown Development Authority and acknowledgement by the Village Council of the Village of Lawton.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.