

Hamtramck Downtown Development Authority

Bylaws

ARTICLE I NAME

Section 1. Name.

The name of this authority shall be the Hamtramck Downtown Development Authority.

ARTICLE II DIRECTORS

Section 1. General Powers.

The business and affairs of the authority shall be managed by its board of directors except as otherwise provided by Act No. 197, PA of 1975, as amended and by the city of Hamtramck ordinance no. 519.

Section 2. Board of Directors

The authority shall be under the supervision and control of a board of directors consisting of the mayor and not less than 8 or more than 12 members appointed by the mayor, subject to the approval of the city council. The mayor shall be a voting member of the board.

Section 3. Officers

The officers of the board shall be elected at its first regular meeting in January and shall designate one of its members as chairperson, vice chairperson and treasurer. The board shall appoint an executive director and secretary, who need not be members of the board. The executive director and secretary shall serve at the will of the board for no definite term of office.

Section 4. Replacement and Vacancies.

Subsequent directors shall be appointed by the mayor, subject to confirmation by the city council, for the unexpired term of office. A director whose term of office has expired shall continue to hold office until a successor has been appointed by the mayor and confirmed by the city council. A director may be appointed to additional terms in accordance with the provision's hereafter. If a vacancy is created by death or resignation, a successor shall be appointed by the mayor within thirty (30) days to hold office for the remainder of the term of office so vacated. Resignation of staff and directors shall be submitted in writing to the chairperson and mayor.

Section 5. Term limits.

No member of the board shall serve an elected office for more than (2) consecutive terms of office in the same elected position of office.

Section 6. Removal.

A director may be removed from office for inefficiency, neglect of duty, misconduct, or malfeasance by a majority vote of the board with a written recommendation to the city council from the chairperson or mayor.

Section 7. Absences.

A director is allowed (4) absences in a fiscal year. More than (4) absences will result in the permanent removal from the board, which will be executed by written notice of the chairperson or mayor to the city council.

Section 8. Conflict of Interest.

A director who has a direct interest in any matter before the board shall disclose such interest prior to the board taking any action with respect to the matter, which disclosure shall become a part of the record of the board's official proceedings. The interested director shall further refrain from participation in the board's proceedings relating to the matter.

Section 9. Meetings.

All regular meetings shall be held in the City of Hamtramck, Wayne County, Michigan. Meetings of the board may be called by or at the request of the chairperson of the board or any two directors. The meetings of the board shall be public, and the appropriate notice of such meetings shall be provided to the public.

Section 10. Notice.

Notice of any meeting shall be given in accordance with the Open Meetings Act (Act No. 267, PA of 1976).

Section 11. Quorum.

A majority of the members of the board then in office constitutes a quorum for the transaction of business at any meeting of the board provided, that if less than a majority of the directors are present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 12. Committees.

The board may designate one or more committees, each committee to consist of one or more of the directors. The committees shall not consist of a quorum or majority of the board. The board may designate one or more members as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. The committees may consist of volunteer members of the public, not on the board. At the regularly scheduled monthly board meetings, the members of the committees shall report their findings to the board.

Section 13. Secretary.

The secretary shall attend all meetings of the board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. The secretary shall further perform such other duties as delegated by the board. The secretary need not be a member of the board and shall serve for no definite term of office. If the secretary is a voting member of the board, then term limits will apply.

Section 14. Treasurer.

The treasurer shall disburse the funds of the board as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the board, at the regular meetings of the board, or whenever they may require, an account of all transactions and of the financial condition of the authority. The treasurer shall furnish bond if required by the board in a sum and with one or more sureties satisfactory to the board for the faithful performance of the duties of office, and for restoration to the authority, in case of death, resignation, retirement or removal from office of all books, papers, vouchers, money and other property of whatever kind in their possession or under the treasurer's control belonging to the authority.

Section 15. Executive Director.

The executive director shall be the chief executive officer of the authority and the board may employ and fix the compensation of the executive director, subject to the approval of the governing body of the municipality. Subject to the approval of the board, the executive director shall supervise, and be responsible for the preparation of plans and the performance of the functions authority in the manner authorized by this law. The executive director shall attend the meetings of the board and shall render to the board and city council of the city a regular report covering the activities and financial condition of the authority. If the executive director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting executive director shall take and subscribe to the oath, and furnish bond, as required of the executive director. The executive director shall furnish the board with information or reports governing the operation of the authority as the board requires. The executive director shall not be a voting member of the board.

ARTICLE III
CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1. Contracts.

The board may enter into any contract or execute and deliver any instrument in the name of and on behalf of the authority and shall be delivered and signed by the chairperson or executive director.

Section 2. Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the authority, shall be signed by the treasurer, and countersigned by either the chairperson or executive director, except as otherwise provided by the board.

ARTICLE IV
FISCAL YEAR

Section 1. Fiscal Year.

The fiscal year of the authority shall correspond at all times to the fiscal year of the City of Hamtramck.

ARTICLE V
REQUESTS OF THE AUTHORITY

Section 1. Requests of the Authority.

All requests of the authority shall be made in written form and should be addressed to the chairperson or executive director. Such requests shall include the following information:

1. Name, address, and business status of applicant.
2. Brief personal or business history of applicant.
3. Narrative description of request.
4. Description and location of project area if one is being considered.
5. Number of employment opportunities that will be afforded or retained in the community by the project.
6. Potential impact of the request on the development plan and/or financial plan of the authority.

Upon receipt of said correspondence, the board shall tentatively assess the public purpose of the request, its desirability, suitability, or economic feasibility. The board may request such other data and information from the applicant as it deems appropriate. The board shall not proceed with the request unless such tentative findings are made. If the board so chooses to support a request with a motion, the chairperson shall submit a letter of support to the appropriate entity.

ARTICLE VI

Section 1. Corporate Seal.

The board shall adopt a corporate logo.

Section 2. Annual Audit.

The board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the governing body of the city.

ARTICLE VII
AMENDMENTS

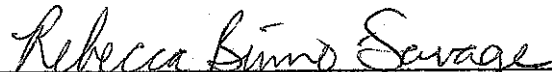
Section 1. Amendments.

These bylaws may be altered or amended or repealed by the affirmative majority vote of the board then in office at any regular or special meeting called for that purpose.

I HEREBY CERTIFY that the bylaws were amended as set forth above by the Hamtramck Downtown Development Authority.

Adopted: October 4, 2005

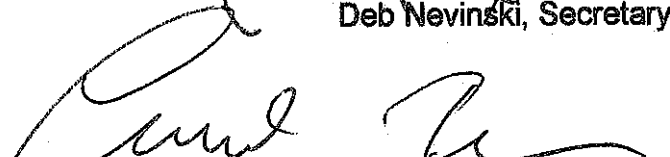
Amended: February 23, 2006



Rebecca Binno-Savage, Chairperson



Deb Nevinski, Secretary



Erik Tungate, Executive Director

