

**ROMULUS DOWNTOWN DEVELOPMENT AUTHORITY**  
**City of Romulus**

***BY-LAWS***

**Article I**

Purposes and Powers        The purpose or purposes for which the “Authority” is organized are as follows: To act as a Downtown Development Authority in accordance with Act 197 of the Public Acts of 1975, as amended, and as it may be amended in the future (“Act 197”), including, but not limited to: to correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, and to promote economic growth. In furtherance of these purposes, the Authorities shall have all of the powers which now or hereafter may be conferred by law on Authorities organized under Act 197, Act 227, Public Acts of 1972, Act 149, Public Acts of 1911, Act 202, Public Acts of 1943, Act 94, Public Acts of 1933, Act 344, Public Acts of 1945, as amended, Public Acts Public Law 91-646, begin the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 and otherwise as may be provided by law.

**Article II**

Section 1.        The business and property of the Authority shall be managed and directed by the board of directors, the members of which shall serve for four (4) year terms from the date of their respective appointment, except as provided for in the ordinance creating the Authority. The Romulus DDA shall consist of the Mayor and twelve (12)-members appointed by the Mayor and approved by the City Council.

Section 2.        The board annually at its first regular meeting in September shall designate one of its members as Chairperson, one of its members as Vice Chairperson and one of its members as Secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

Section 3.        The board appoints a Director who shall not be a member of the board and a Secretary-who need not be a member of the board. The director-and secretary-shall serve at the will of the board for no definite term of office. The board when needed will make these appointments.

Section 4.        *The DDA Treasurer shall be the Treasurer of the City of Romulus and their term will run concurrent with their elected term of office.*

### Article III

Section 1. All regular meetings shall be held in the City of Romulus, County of Wayne, Michigan.

Section 2. Regular meetings of the *DDA* board will be held at *10:30 a.m.* on the second Wednesday of each month *or as otherwise determined by the Board.*

Section 3. Special meetings shall be held whenever called by direction of the Chairperson, Director, Mayor of the City of Romulus or any seven (7) members of the board. They shall conform to the current "Open Meeting Act" with regard to notice of the time and place of meeting.

Section 4. Any seven (7) members of the board shall constitute a quorum, and the affirmative vote of five (5) members 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. A board member absent from three (3) consecutive regular meetings, or 25 percent of the meetings in any calendar year, unless such absence is excused by the board, may be recommended for replacement according to provisions of Act 197 of the Public Acts of 1975, as amended. The board member shall be notified in writing by the board of their delinquency, and a communication shall be directed to the Mayor and City Council requesting a replacement.

### Article IV

Section 1 The Chairperson shall preside at meetings of the board and shall do and perform such other duties as may be from time to time assigned to him by the board. The Vice-Chairperson shall perform the duties of the chairperson in the Chairperson's absence and such other duties as shall from time to time be assigned to him by the board.

Section 2. Executive Director The board may employ and fix the compensation of a director, subject to the approval of the City Council. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. 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 Romulus city Clerk. The premium on the bond shall be deemed and operating expense of the Authority, payable from funds available to the Authority for expenses of operation. The director shall be the chief executive officer of the Authority in the manner authorized by Act 197. The director shall attend the meetings of the board, and shall render to the board and the City Council 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 upon the duties of his 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 requires.

Section 3      The Secretary shall maintain custody of the official seal and of the records, book, documents or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties as delegated by the board. *The board may also employ a recording secretary who shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties as delegated by the board.*

Section 4.      The Treasurer of the City of Romulus shall serve as Treasurer of the DDA concurrent with their elected term of office and 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 to him by the board and shall furnish bond in an amount as prescribed by the board.

Section 5.      All checks shall be signed by the treasurer *and processed through the City of Romulus warrant system*, except as otherwise provided by the board.

Section 6.      CONTRACTS The board may authorize the director or an agent or agents of the Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 197. The authorization may be general or confined to specific instances.

Section 7.      The board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purposes of the Authority when funds are available.


Section 8      The Fiscal Year shall begin with the first day of July and end on the 30<sup>th</sup> day of June in each year.

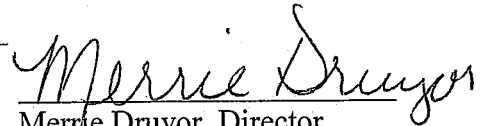
Section 9.      The board shall cause an annual Audit of its business to be made, and the result thereof shall be submitted to the governing body of the City. The audit may be completed as part of the regular audit of the City.

## Article V

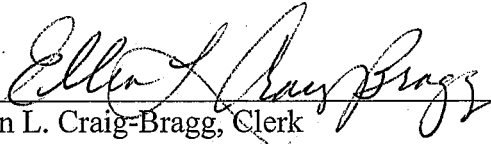
Section 1      The board shall have the power to make, alter or amend the By-Laws in whole or in part after written copies of the proposed changes have been discussed at a regular or special DDA meeting.

Section 2. These by-laws shall become effective upon approval of the City Council of the City of Romulus. Until such approval, the by-laws shall be temporary by-laws for the Authority.

  
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Keith Johnston, Chairperson

  
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Merrie Druyor, Director

*Adopted by the Romulus Downtown Development Authority on February 13, 2019 by resolutions # 19-DDA-780*

  
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Ellen L. Craig-Bragg, Clerk

*Adopted by the Romulus City Council on MARCH 4, 2019 by resolution# 19-059.*