

**RULES AND REGULATIONS
GOVERNING THE TRANSACTION OF BUSINESS**

**ROYAL OAK
DOWNTOWN DEVELOPMENT AUTHORITY**

CITY OF ROYAL OAK, MICHIGAN

**RULES AND REGULATIONS
GOVERNING THE TRANSACTION OF BUSINESS

DOWNTOWN DEVELOPMENT AUTHORITY
ROYAL OAK, MICHIGAN**

SECTION I. SCOPE

The rules of this Authority for the transaction of business shall be in accord with the Downtown Development Authority Act, MCL 125.1651 et seq, as amended, and Chapter 52 of the City Code, the Downtown Development Authority Ordinance, as amended.

SECTION II. OFFICERS AND THEIR DUTIES

A. The officers of the Royal Oak Downtown Development Authority and their respective duties shall be as follows:

1. **Chairperson:** Elected annually in January from among the appointed members. It shall be the duty of the Chairperson to preside at all meetings of the Authority; to request the call of special meetings of the Authority when necessary; and, in general, to oversee the work of the Authority and the execution of its will and purposes as from time-to-time determined by the Authority.
2. **Vice-Chairperson:** Elected annually in January from among the appointed members. It shall be the duty of the Vice-Chairperson to perform the duties of the Chairperson during the absence or inability of the Chairperson to act.
3. **Executive Director:** It shall be the duty of the Executive Director to:
 - a. Maintain the files of the Authority.
 - b. Prepare all reports of Authority action.
 - c. Prepare the agenda for all meetings.
 - d. Prepare and submit reports on matters to be submitted for Authority consideration.
 - e. Sign all plans, maps, charts, surveys, studies, and all records, documents and other papers and reports of Authority action consistent with these rules and regulations, except as otherwise directed by the Authority. The Executive Director shall obtain Authority approval for payment of any expense item exceeding \$5,000.00 unless such payment has been previously contractually approved.

- f. Set for public hearing all requests requiring the same, and give notice of such hearings as required by law after Authority approval.
- g. Carry on all the administrative duties resulting from actions of the Authority pursuant to the provisions of the Downtown Development Authority Act, as amended, and the Downtown Development Authority Ordinance, as amended.
- h. Prepare, sign and distribute minutes of Authority meetings.
- i. Present minutes of the Authority for approval.
- j. Distribute agenda to Authority members.
- k. Give notice to members of Authority of all meetings.
- l. Present to the Authority all matters which have been prepared in advance.

SECTION III. ELECTION OF OFFICERS

- A. Nomination of officers shall be made from the floor at the annual organization meeting in January.
- B. A candidate receiving a majority of vote of the entire membership of the Authority shall be declared elected and shall serve for one year or until his or her successor shall take office.
- C. Vacancies in offices shall be filled immediately by regular election procedure.

SECTION IV. MEETINGS

- A. Regular meetings of the Authority shall be held on the third Wednesday of the month at 4:00 p.m., at which time the business of the Authority, including public hearings, action of all matters required by law, and such other action that may be required to give effect to adopted plans and programs, shall be conducted.
- B. Special meetings shall be called by the Chairman, or the Executive Director on the written request of the Chairman, or any four (4) members of the Authority, on at least eighteen (18) hours written notice to each member of the Authority, served personally, left at his or her usual place of residence, or at least eighteen (18) hours e-mail notice sent to each member's current e-mail address; but any such special meeting shall be a legal meeting for all purposes without such notice if all members of the Authority are present or have waived notice thereof in writing.
- C. A majority of the membership of the Authority shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the entire membership of the Authority.

- D. Unless otherwise provided in these Rules, meetings will be conducted according to Robert's Rules of Order.

SECTION V. ORDER OF BUSINESS

- A. Roll Call.
- B. Approval of Minutes of Previous Meeting.
- C. Hearings.
- D. Petitions.
- E. Reports, Resolutions and Recommendations.
- F. Adjournment.

SECTION VI. COMMITTEES – COMMITTEE REPORTS

The Authority shall have two (2) standing Committees: Infrastructure and Marketing & Business Relations. Activities, programs and/or projects may be referred to these Committees as determined appropriate by either the Chairperson or the Authority. Resolutions, recommendations, suggestions, and reports of the committees shall be made in writing and distributed to the Authority not less than two (2) working days prior to the meeting at which such items are to be acted upon, if such items are to be include on the agenda. Late agenda items may be added upon unanimous approval of the Authority. The Committees shall comply with the Open Meetings Act, MCL 15.261 et seq, as amended.

SECTION VII. AMENDMENTS

These Rules and Regulations may be amended by a two-thirds vote of the entire membership of the Authority.

Disposition List

* -- Section I	Amended November 16, 2011
* -- Section II A. 1 and 2:	Amended March 15, 1995
* -- Section II A. 3. e.:	Amended January 16, 1991
* -- Section II A. 3. g.:	Amended November 16, 2011
* -- Section III A:	Amended March 15, 1995
* -- Section III B:	Amended November 16, 2011
* -- Section IV A:	Amended October 19, 1994
* -- Section IV A:	Amended April 6, 1994
* -- Section IV B:	Amended November 16, 2011
* -- Section IV D:	Amended November 16, 2011
* -- Section VI	Amended April 20, 2005
* -- Section VI	Amended July 18, 2007
* -- Section VI	Amended November 16, 2011
* -- Section VI	Amended July 20, 2022
* -- Section II A. 3. E.:	Amended May 21, 2025