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Village of Calumet Downtown Development Authority (DDA) By-laws & Rules of Procedures

Approved: 14 July 2025

1. Authority

    a. These By-laws and Rules of Procedures hereby recognize the Village of Calumet Downtown Development Authority (hereinafter referred to as either the "DDA" or "Board") pursuant to MCL Act 57 of 2018, otherwise known as the "Recodified Tax Increment Financing Act." The boundaries of the district shall lie within the Village of Calumet, County of Houghton, State of Michigan as stated by Village Ordinance 110.

2. Purpose

    a. The purpose of the DDA is to revitalize, strengthen, and preserve the downtown district by providing a welcoming environment for developers, investors, businesses, owners, employers, employees, patrons, visitors, and, most importantly, community members through the pursuit of development initiatives that inspire private/public investment and maintain the historic architecture that is vital to the character of the district.

3. Membership

    a. The DDA shall consist of nine members, including the Village President. Five members must have an interest in a property within the district boundaries; at least one member must be a resident of the DDA district. Members shall serve four-year terms.

    b. The Village President with the advice and consent of the Village Council shall appoint members to the DDA Board.

    c. Members of the DDA shall serve without compensation but shall be reimbursed for Board approved expenses.

d. A member of the DDA whose term has expired shall be allowed to hold office until a successor is appointed. If a vacancy emerges during a member's term, that vacancy shall be filled for the unexpired term only.

e. The DDA Officers, consisting of the Chairperson, Vice-Chairperson, Secretary, and Treasurer, shall review the status of any DDA member who 1) fails to attend three Board meetings within a fiscal year without an appropriate excuse or explanation for absence or 2) engages in misconduct or malfeasance unfit for the DDA. At its discretion, the DDA Officers shall present the recommendation of removal to the DDA. Based upon DDA Officers' review and subject to an opportunity for the Board member to be heard by the committee, the DDA shall determine through majority vote (accused member excluded) to provide a recommendation of removal to the Village Council. The Village Council shall formally remove the member from the DDA through a majority vote only.

4. Officers

    a. The DDA Officers consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. All DDA Officers must be elected by the members of the DDA.

        i. Chairperson

            1. The Chairperson shall preside over all DDA meetings and enact the duties of a presiding officer.

        ii. Vice-Chairperson

            1. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

        iii. Secretary

            1. The Secretary is responsible for keeping the records of the proceedings.

        iv. Treasurer

            1. The Treasurer is responsible for tracking and assessing the financial assets of the DDA.

5. DDA Administrator

    a. The DDA Administrator shall aid the Board in a capacity deemed appropriate and necessary by the DDA. The DDA Administrator shall be responsible for preparing the agenda for each meeting.

    b. If determined by the DDA, the DDA Administrator shall perform the duties of the Secretary and/or Treasurer.

6. Meetings

a. All business of which the DDA shall perform shall be conducted at a public meeting held in compliance with the Open Meetings Act.

b. The Board shall meet monthly at a regular posted meeting at Village Hall. Special meetings may be held if deemed necessary and shall be advertised in accordance with the Open Meeting Act.

c. A quorum for the Board meetings shall be five members.

7. Order

   a. The Board process for taking action will generally be guided by the latest revised version of Robert's Rules of Order.

8. Records

   a. The DDA shall keep comprehensive and complete records and minutes of all meetings. The records shall be kept at Village Hall, which will have a record of the names and addresses of the members of the DDA. All books and records of the DDA shall be open to the public. Minutes shall be posted to the Village website once approved by the DDA.