

**CITY OF MARSHALL  
DOWNTOWN DEVELOPMENT AUTHORITY  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
MARSHALL ECONOMIC DEVELOPMENT AUTHORITY CORPORATION  
BROWNFIELD REDEVELOPMENT AUTHORITY**

**Rules of Procedure  
Adopted July 27, 2017**

**Section 1.0 Purpose**

The following rules of procedure are adopted by the City of Marshall Downtown Development Authority, Local Development Finance Authority, Marshall Economic Development Authority Corporation, and Brownfield Redevelopment Authority (the DDA/LDFA Board) for the performance of their duties.

**Section 2.0 Membership**

**2.1 APPOINTMENT**

The members of the DDA/LDFA Board shall be appointed by recommendation from the City Manager and confirmed by the City Council.

**2.2 MEMBERS**

The DDA/LDFA Board shall consist of 11 members. One (1) member appointed by Kellogg Community College, One (1) member appointed by Calhoun County, Two (2) members appointed by Marshall Public Schools, the City Manager, and Six (6) members appointed by the City Manager and confirmed by the City Council with one of those members being a resident of the DDA.

**2.3 TERMS**

Members shall be appointed for a four-year term.

**Section 3.0 Officers**

**3.1 SELECTION**

At its regular meeting in July of each year, the DDA/LDFA Board shall elect from its membership a Chair, Vice Chair, and Secretary/Treasurer.

**3.2 TERM**

The officers shall take office at the same meeting they are elected and shall hold office for a term of one year or until successors are elected. All officers may be reelected to any office.

### 3.3 OFFICERS' DUTIES

- A. The Chair shall preside at all meetings.
- B. The Vice Chair shall perform the Chair's duties when the Chair is unable to perform his or her duties.
- C. The Secretary/Treasurer shall perform the Chair's duties, if both the Chair and Vice Chair are unable to perform their duties.

## Section 4.0 Meetings

### 4.1 REGULAR MEETINGS

Regular meetings of the DDA/LDFA Board shall be held on the fourth Thursday of each month at 4:00 p.m. at City Hall.

- A. If the DDA/LDFA Board has no business to conduct, then there shall be no meeting.
- B. If there is a change of date, time or place of a regularly scheduled meeting, a public notice shall be posted in the lobby of City Hall at least 24 hours before that regularly scheduled meeting that states the change the date, time or location.

### 4.2 SPECIAL MEETING

The chair may call a special meeting of the Board. A special meeting shall be held at City Hall. Public Notice of the special meeting shall be posted in the lobby of City Hall at least 24 hours before a special meeting.

### 4.3 QUORUM

Six members of the DDA/LDFA Board shall constitute a quorum to conduct business.

### 4.4 VOTING

- A. At all meetings of the DDA/LDFA Board, each member who is present may cast one vote on each matter heard at that meeting.
- B. If any member shall have a personal interest in a matter before the DDA/LDFA Board, that member shall disclose the conflict and the board shall determine by a vote whether that member shall abstain from hearing that matter. The minutes shall reflect that vote.

### 4.5 MOTIONS

The names of the person who makes the motion and the person who seconds the motion shall be recorded in the minutes of the meeting. A vote on the motion shall follow discussion. All motions shall be made in the affirmative.

#### 4.6 PUBLIC PARTICIPATION

Members of the public, both residents of the City of Marshall and others, are invited to address the Board during public comment. Members of the public will not routinely be involved in Board discussion or deliberation upon agenda items unless called upon by the Chair.

#### 4.7 MEETING DECORUM

DDA/LDFA Board members and persons attending meetings of the DDA/LDFA Board will at all times exhibit orderly behavior and be respectful of others. A person exhibiting disorderly behavior may be asked by the Chair to be seated and refrain from further comment, or may be asked to leave the meeting.

These Rules of Procedure were adopted for the DDA/LDFA Board at the regular meeting held on Thursday, July 27, 2017.