

CITY OF PLYMOUTH

Old Village Corridor Improvement Authority Bylaws

Adopted : November 11, 2025

1. Name and Purpose

- A. The name of this Board shall be the Old Village Corridor Improvement (CIA) Authority.
- B. These Bylaws are adopted by the CIA Board of Directors (CIA Board) to facilitate the performance of its duties as outlined in Public Act 57 of 2018, known as the Recodified Tax Increment Financing Act (CIA Act).
- C. These Bylaws are also adopted to facilitate the duties of the CIA Board for administration of the Public Act 57 of 2018, as amended, known as the Recodified Tax Increment Financing Act (TIFA).

2. Membership

- A. Members. Members of the CIA Board are appointed by the chief executive officer (CEO) subject to approval of the City Commission pursuant to the City of Plymouth's Code of Ordinances, Section 30-60 Article III, as amended.
 - 1. The mayor, or their designee, of the City of Plymouth shall serve as the CEO of the CIA Board.
 - 2. Each member shall represent and advocate for what is best for the City of Plymouth as a whole, putting aside personal or special interests.
 - 3. Membership shall be representative of important segments and geography of the City of Plymouth to the extent practicable.
 - i. The CIA Board shall consist of no less than six (6) members and the Chief Executive Officer (CEO).
 - ii. Not less than one (1) member of the Authority Board shall be a resident of the development area or an area within one-half (1/2) mile of any part of the development area.
 - iii. Not less than a majority of the members shall be persons having an interest in property located within the development area.
 - iv. Members should have experience, training, and/or interest in matters related to land use and urban planning and zoning. Important segments to consider include environmental, educational, forestry, governmental and municipal, recreation and tourism, industrial and economic, transportation and communication, sanitation, environmental health, housing, and human services.
 - v. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration the ability to participate in discussions with the board, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:
 - 1. CIA administrative liaison and their agents and consultants.
 - 2. City of Plymouth Attorney.
 - 3. City of Plymouth Department of Municipal Services.
 - 4. City of Plymouth City Manager or their designee.
 - 5. An appointed City Commissioner.
- B. Attendance. Members are required to attend no less than 75% of regular board meetings in a calendar year. Members who do not attend at least 75% of regular board meetings in a calendar year are subject to be removed from the board by the CEO.
- C. Term. Members will serve for four (4) year terms from the date of their respective appointments except as required for a newly constituted board as described in Public Act 57 of 2018. If a member is being

appointed to replace a member who has resigned or been removed from the board, that member will assume the term of the member they are replacing.

- D. Conflict of Interest. A member is disqualified from participating in a matter when a conflict of interest as defined the Ethics Ordinance Section 2-3 is present.

3. Duties of all Members

- A. Code of Conduct. Each member upon appointment, shall sign a code of conduct.

4. Officers

- A. Selection. At the first regular meeting of each year, the CIA Board shall select a Chairperson (Chair) and Vice-Chairperson (Vice Chair) from its membership. All officers are eligible for re-election. Nominations shall be made from the floor as open nominations. A voice vote election shall take place to elect officers. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. The CIA administrative liaison or his or her designee shall be the ex-officio Secretary.
- B. Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss and vote on issues before the CIA Board. The Chair shall:
 - 1. Preside at all meetings.
 - 2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanities; or other remarks which are not about the topic before the CIA Board.
 - 3. Restate all motions as pursuant to Section 5.E of these Bylaws.
 - 4. Appoint sub-committees.
 - 5. May call special meetings pursuant to Section 5.B of these Bylaws.
 - 6. Act as an ex-officio member of all sub-committees of the CIA Board.
 - 7. Review items on the agenda with staff prior to a CIA Board meeting if he or she so chooses.
 - 8. Periodically meet with the CIA administrative liaison and/or CIA staff to review department operation, procedures, and to monitor progress on various projects.
 - 9. Represent the Board, along with the City Commission Liaison, in front of the City Commission.
 - 10. Perform such other duties as may be ordered by the CIA Board.
- D. Vice-Chair's Duties. The Vice-Chair shall:
 - 1. Act in the capacity of the Chair in the Chair's absence.
 - 2. Perform such other duties as may be ordered by the CIA Board.
- E. Secretary's Duties. The Secretary shall:
 - 1. At each meeting of the CIA Board take notes for minutes.
 - 2. Execute documents in the name of the CIA Board.
 - 3. Be responsible for the minutes of each meeting.
 - 4. Review the draft of the minutes and submit them for approval to the CIA Board. Copies of minutes shall be distributed to each member of the CIA Board prior to the next meeting of the CIA Board.
 - 5. Receive all communication, petitions, and reports to be addressed by the CIA Board.
 - 6. Keep attendance records pursuant to Section 2.B of these Bylaws.
 - 7. Provide notice to the public and members of the CIA Board for all regular and special meetings, pursuant to the Open Meetings Act, Public Act 267 of 1976, as amended.
 - 8. Prepare an agenda for CIA Board meetings pursuant to Section 5.J of these Bylaws.
 - 9. Perform such other duties as may be ordered by the CIA Board.

5. Meetings

- A. Regular Meetings. Meetings of the CIA Board will be held as needed at City Hall located at 201 S. Main Plymouth, MI 48170. When the regular meeting date falls on a State of Michigan or federal holiday, the CIA Board shall select a suitable alternate day in the same month. An annual notice of regularly scheduled meetings shall comply with Public Act 267 of 1967, as amended.
- B. Special Meetings. Special meetings shall be called in the following manner:
 - 1. By the Chair.
 - 2. By any two members of the CIA Board.
 - 3. Notices shall be given to each CIA Board Member at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. Notices shall comply with the Open Meetings Act.
- C. Recess. The Chair or the CIA Board after the meeting has been in session for three hours shall suspend the Board's business and evaluate the remaining items on its agenda. The Board shall then decide to finish that meeting's agenda, may act to continue the meeting on another day, or complete some agenda items and postpone certain agenda items to the next regular meeting.
- D. Quorum. More than half the total number of seats for members of the CIA Board, including the CEO, shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 - 1. Motions shall be restated by the Chair before a vote is taken.
 - 2. Findings of Fact. All actions taken shall include each of the following parts:
 - i. A finding of fact, listing what the CIA Board determines to be relevant facts in the case to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - ii. Conclusions to list reasons based on the facts for the CIA Board's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - iii. The CIA Board's action: recommendation, approval, approval with conditions, or denial.
- F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the CIA Board and shall be "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or the majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
- G. CIA Board Action. Action by the CIA Board on any matter which requires a public hearing shall not be taken until the hearing has been concluded.
- H. Parliamentary Procedure. Parliamentary procedure in CIA Board meetings shall be informal. However, if required to keep order, CIA Board meetings shall then be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different from Robert's Rules, then these Bylaws prevail.
- I. Public Participation. All regular and special meetings, hearing, records, and accounts shall be open to the public.
 - 1. All public comment that is pertinent to the CIA Board, but unrelated to a specific item on the agenda may be presented during "Citizen Comments".
 - 2. The public will be given the opportunity to speak on each case after the applicant, owner, or agent has presented his or her case to the CIA Board. If an agenda item or case does not have an applicant presentation, then public comment will occur after introduction by the Chair or presentation by staff or consultant.
 - 3. The Chair may limit the amount of time allowed for each person wishing to make public comment at a CIA Board meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is

selected, that individual shall be able to make public comments at the Commission meeting with an extended time limit.

- J. Order of Business. The Secretary shall prepare an agenda for each meeting and the order of business shall be as follows:
 - 1. Call to Order, Roll Call
 - 2. Citizen Comments
 - 3. Approval of the Agenda
 - 4. Approval of the Minutes
 - 5. Board Comments
 - 6. Old Business (unfinished business)
 - 7. New Business
 - 8. Reports and Correspondence
 - 9. Adjournment
- K. Delivery of Agenda. The agenda and accompanying materials shall be hand delivered and/or electronically delivered to CIA Board members so that members shall receive the packet of information no later than Friday of the weekend prior to the regular meeting date.
- L. Placement of Items on the Agenda.
 - 1. The Community Development office shall be the office of record for the CIA Board.
 - 2. The CIA office may receive items on behalf of the CIA Board between the time of adjournment of the previous CIA Board meeting and eight business days prior to the next regularly scheduled CIA Board meeting.
 - 3. Items received by the Corridor Improvement Authority administrative liaison between seven business days prior to the next regularly scheduled CIA Board meeting and the regularly scheduled CIA Board meeting shall be placed on the following month's agenda.
 - 4. The deadline to add items to the CIA's meeting agenda shall be seven business days prior to the next regularly scheduled CIA meeting.

6. Record

- A. Minutes and Record. The Secretary shall keep a record of CIA Board meetings, which shall at a minimum include the following:
 - 1. Copy of the meeting posting pursuant to Public Act 267 of 1976
 - 2. Copy of the minutes, and any attachments brought to the meeting which shall include a summary of the meeting, in chronological sequence of occurrence:
 - i. Time and place the meeting was called to order
 - ii. Attendance
 - iii. Indication of others present
 - iv. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. Alternatively, a copy of the report may be attached, if offered in writing.
 - v. Summary of all points made in public participation or at a public hearing by the applicant, officials, and guests and an indication of who made the comments. Alternatively, a copy of the report may be attached, if offered in writing.
 - vi. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - 1. A statement of what is being approved
 - 2. What evidence was considered (summary of discussion by members at the meeting)
 - 3. The finding of fact

4. Reasons for the decision made (If the decision is to deny, then each reason should refer to a section of an ordinance which would be violated, or with which not complied)
 5. The decision
 - vii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".
 - viii. When a voting member enters or leaves a meeting.
 - ix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.
 - x. The attendance and ruling if a quorum exist or not.
 - xi. The start and end of each recess.
 - xii. Summary of announcements.
 - xiii. Summary of informal actions or agreement on consensus.
 - xiv. Time of adjournment.
3. Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.
- B. Retention. CIA records shall be preserved and kept on file according to the following schedule, as adopted by the State of Michigan:
1. Minutes, oaths of officials, other records of decisions, CIA or department publications, correspondence: Permanent.
 2. Bills and/or invoices, receipts, purchase orders: 7 years.

7. Sub-Committees

- A. Ad Hoc Sub-Committees. The CIA Board or CIA Chair may establish and appoint ad hoc sub-committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc sub-committee at any time.
- B. Citizen Sub-Committees. The CIA Board, the CIA Chair, or the CIA Director or his/her designee may establish and appoint citizen committees with the consent of the CIA Board. Membership may be any number as long as less than a quorum of the CIA Board serves on a citizen sub-committee at any time. The purpose of a citizen sub-committee is to have more citizen and administrative involvement, to better represent various interest groups in the city of Plymouth, and to be able to utilize individuals who are knowledgeable in the particular issue before the CIA Board.
- C. Rules of Procedure. Sub-Committees shall follow the meeting rules and recordkeeping procedures outlined in Sections 5 and 6, when applicable.

9. Adoption, Repeal, and Amendments

- A. Upon adoption of these Bylaws of November 11th, 2025, they shall become effective, and all previous Bylaws shall be repealed.
- B. The CIA Board may suspend any one of these Bylaws for a duration of not more than one agenda item or meeting.
- C. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.