CITY OF PRESQUE ISLE

Downtown Revitalization Committee By-Laws

Adopted by City Council on: April 7, 2008
Amended by the City Council: June 6, 2011
Amended by the City Council: March 5, 2012

True Copy Attest: _____
Beverly A. Labbe, City Clerk

City Seal

DOWNTOWN REVITALIZATION COMMITTEE BY-LAWS

ARTICLE I. NAME

The name of this advisory committee shall be the Presque Isle Downtown Revitalization Committee (PIDRC).

ARTICLE II. OBJECTIVE

The objective of this Committee is to encourage the community to preserve and reinvest in the economic, aesthetic, and cultural future of Presque Isle by promoting viability and vitality of the downtown area. This objective shall be accomplished by working closely with the City of Presque Isle, the City Manager and staff, the City Council and Presque Isle Area Chamber of Commerce.

ARTICLE III. BOARD MEMBERSHIP

Section 1. The Committee shall consist of a Board of Directors, an ex-officio representative of the City of Presque Isle, and four (4) standing committees. The Board may establish additional subcommittees committees, as it deems necessary.

Section 2. The Board of Directors shall consist of nine (9) regular members, appointed by the City Council. These nine (9) regular members shall be appointed to a classified four-year term based on their expressed interest in serving on the Board of Directors for the advancement of the objective of the Downtown Revitalization Committee. A majority, at least five (5) seats, of the Board of Directors shall be occupied by residents of the City of Presque Isle.

Section 3. Up to two City Councilors at one time may serve as additional, voting members of the PIDRC Board of Directors, so that the total membership could reach eleven (11) voting members, but members of City Council shall not be eligible to serve as officers of the PIDRC Board of Directors.

Any such at-large member must be appointed by vote of his or her fellow City Councilors in the usual manner and any such at-large appointment to the PIDRC Board of Directors shall terminate at the same time as that individual's elected term of office as City Councilor ends.

Section 4. An employee designated by the City shall serve as an ex-officio, non-voting member of the Board of Directors, with an unlimited term.

Section 5. Vacancies for regular members, for any reason, shall be filled by appointment of the City Council for the unexpired term in each case.

ARTICLE IV. QUORUM

Five (5) members of the Board of Directors, present in person, one of whom must be an officer of the Board, shall constitute a quorum for the transaction of business at any meeting.

ARTICLE V. MEETINGS

Section 1. Regular meetings of the Board of Directors, for the upcoming year, shall be determined by majority vote of the Board at its organizational meeting each winter, and regular meetings shall be scheduled for the months of March to December only. The organizational meeting shall be the first meeting of the Board of Directors held during the month of January.

Section 2. Special meetings and public hearings may be called by the Chairperson or upon the request of at least three (3) Directors.

ARTICLE VI. OFFICERS

The officers of the Downtown Revitalization Committee shall consist of a Chairperson, a Vice Chairperson, Secretary, and Treasurer, all of whom shall be members of the Board of Directors. Each officer shall be elected annually at the organizational meeting by majority vote of the Board of Directors for a one-year term and until their successor is duly elected.

Section 1. **Chairperson.** The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, and generally perform all duties associated with that office.

Section 2. **Vice-Chairperson.** The Vice-Chairperson shall serve in the absence of the Chairperson.

Section 3. **Secretary.** The Secretary shall from time to time prepare, or shall review and approve, a record of actions taken by the PIDRC Board of Directors and may perform such other duties as are generally associated with that office.

Section 4. **Treasurer.** The Treasurer shall work with the City's Finance Department to oversee all funds of the PIDRC Board of Directors and its standing subcommittees and may perform such other duties as are generally associated with that office.

ARTICLE VII. COMMITTEES

The Board of Directors shall appoint members to four (4) standing sub-committees consisting of: (1) The Organization Sub-Committee, (2) The Design Sub-Committee, (3) The Promotion Sub-Committee and (4) The Economic Restructuring Sub-Committee. The number of members for each Committee shall be determined by majority vote of the Board of Directors.

Section 1. **Organization Sub-Committee.** The Organization Sub-Committee works to attract human and financial resources to the PIDRC. Volunteer recruitment, orientation, and creating long-term sustainable funding for the Committee's program of work are their responsibilities. In addition, this Committee is responsible for managing the logistical aspects of the program, management of staff and volunteers, promotion of its mission and objectives, and management of the finances.

Section 2. **Design Sub-Committee.** The Design Sub-Committee seeks to enhance the physical appearance of the Downtown by encouraging rehabilitation of historic buildings, remodeling of existing structures, or new construction; developing sensitive design management systems, and long-term planning. Collaborating with the City's Planner and Code Enforcement Department, this Committee is responsible for aiding independent business and property owners in adopting a specific approach for physical improvements through design education, design advice, planning, and motivating with incentives and key projects.

Section 3. **Promotion Sub-Committee.** The Promotion Sub-Committee sells the image and promise of a Downtown Destination to all prospects through marketing, special events, and activities. Responsible for reestablishing the Downtown as the center of commerce, culture, and community life for residents, potential investors, new businesses, and visitors, this Committee, identifies Downtown assets, defines the Downtown market niche, and creates new image campaigns to return vitality to the downtown Retail Business Zone.

Section 4. **Economic Restructuring Committee.** The Economic Restructuring Committee searches for ways to strengthen and expand the existing economic base, with plans to improve retail commerce, arts, culture, recreation, and tourism opportunities within the Downtown. This Committee is responsible for learning about current economic conditions and identifying opportunities for market growth; strengthening existing businesses, and recruiting new ones; finding new economic uses for traditional Main Street buildings; developing financial incentives, capital resources for building rehabilitations, and business development; and monitoring performance within the Downtown.

At least a majority of the number of Committee members for each committee shall be residents of the City of Presque Isle.

The Board of Directors may establish other ad hoc committees as determined by majority vote of the Board. Eligibility for membership to ad hoc committees shall be the same as the four standing sub-committees.

At least one member of each sub-committee shall be a member of the PIDRC Board of Directors for reporting purposes at regular meetings. However a given Sub-committee's chairperson need not also be a member of the Board of Directors.

ARTICLE VIII. DUTIES

Section 1. It shall be the duty of all Board of Directors and Committee members to take an active role in the directions of Board and Committee activities.

Section 2. All Board and Committee members shall serve without compensation.

Section 3. Attendance at regular meetings is mandatory for regular members of the PIDRC Board of Directors. If absent from three (3) such meetings within one calendar year, a regular member may be removed by majority vote at any subsequent regular meeting.

Section 4. Any officer of the PIDRC Board of Directors may authorize expenditures of PIDRC funds based upon his or her best recollection or approved record of prior actions taken by the Board of Directors.

ARTICLE IX. BY-LAW AMENDMENTS

The Board of Directors may recommend amendment(s) to the By-Laws at any regular or special meeting by a majority vote of a quorum, provided written notice of the proposed amendment(s) has been given to all Board of Director members at least seven (7) calendar days prior to said meeting. Amendment(s) to the By-Laws shall require approval by the City Council.

These By-Laws shall take effect from the time of their adoption.