



Board:
Agenda
Date:
Presenter:

Downtown Development Authority
September 15, 2026
Patricia West

Staff Report

Agenda Item Title:

Election of Vicechair/Secretary Person

Background:

Following the resignation of Jay Bostwick, Vicechair, Kyle Closs, has assumed the role of Chairperson, leaving a vacancy for the Vicechair/Secretary. According to the By-Laws, this role includes:

- Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.
- Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of ViceChairperson/Secretary at the earliest practical time.
- Perform such other duties as the Chairperson may assign.
- As Secretary of the DDA shall:
 - Delegate the execution of documents in the name of the DDA to the recording secretary.
 - Delegate the receipt and review of all communications addressed to the Secretary to the recording secretary.
 - Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
 - Perform such other duties as may be ordered by the Chairperson or DDA

This term will serve until May 2027, and is eligible for reelection.

Supporting Documentation:

DDA By-Laws & Rules of Procedure (Excerpt on Office Information)

Recommendation:

Nominate and elect a Vice-Chairperson/Secretary by rollcall vote.