

Downtown Development Authority of City of Madison Heights

Memorandum

Date: April 12, 2024
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Election of DDA Secretary

Officer Elections 2023

In January 2023, Ruth Charlebois was elected as DDA Secretary. Now that she is resigned, we need to elect a Secretary for the remainder of her term which ends in January 2025. Our bylaws require that we hold officer elections every two years, and that the same person can serve in the same officer position for two consecutive terms.

Staff Recommendations

Staff recommends that the DDA board elect a new DDA Secretary to serve until January 2025 either at today meeting or on the Regular Meeting of June 18th.