



## DDA ITEM AGENDA REQUEST FORM

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**Meeting Date:** April 14, 2026

**Staff Contact:** Phillip Trocquet

**Agenda Section:** Old Business

**Department:**

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### Staff Report:

#### Item Description:

Consideration and approval of revisions to the by-laws of the Downtown Development Authority of Tyrone.

#### Background/History:

1. The by-laws currently provide that officers will be elected annually in March. Staff suggests revising this to allow for officer elections to be held annually during the January meeting so that terms run on a calendar year basis.
2. The by-laws currently have a Secretary/Treasurer position. The Board had traditionally appointed a member as its Treasurer and Ciara Willis – Asst. Town Clerk – as Secretary. Staff suggests updating the by-laws to reflect two separate positions.

#### Findings/Current Activity:

**Is this a budgeted item?** \_\_\_\_\_ **If so, include budget line number:** \_\_\_\_\_

#### Actions/Options/Recommendations:

Staff recommends that the board approve these revisions to the by-laws.