

Subject: EDA Bylaws Update

Meeting Date: 1/12/2026	
Submitted/Presented by/Department: Nate Burkett, Executive Director	
Action Type	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
Action	
Approve the proposed EDA bylaws amendments as presented and direct staff to update the official bylaws document accordingly.	
Background	
<p>The EDA bylaws establish the Authority’s governance framework, including officer roles, meeting procedures, voting standards, purchasing authority, and execution of contracts. The bylaws have generally functioned well, but staff identified a small number of provisions where clarification and alignment would reduce risk and improve day-to-day usability.</p> <p><u>Summary of proposed changes</u></p> <p><i>Voting clarity (sections 3.5 and 3.7)</i></p> <p>The bylaws previously contained two vote standards that could produce different outcomes depending on attendance. The proposed amendments make the voting rule consistent and clear: action is taken by a majority of Commissioners present and voting, provided a quorum is present; tie votes fail.</p> <p><i>Administrative roles (section 2.8)</i></p> <p>Clarifies the Executive Director’s authority to appoint an Assistant Executive Director, who may also be a City employee. This creates a clear backup role for continuity of operations and supports the contract execution backup provisions in section 4.10.</p> <p><i>Purchasing authority threshold (section 4.9)</i></p> <p>The Executive Director purchasing and contracting authority threshold is increased from \$25,000 to \$50,000 to align with the City Manager’s authority and reduce unnecessary Board action on routine matters, while still reserving larger commitments for Board approval.</p> <p><i>Execution of contracts and signature mechanics (section 4.10)</i></p>	

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Section 4.10 is revised to create a two-tier signature structure tied to the \$50,000 threshold, and to add continuity provisions if the Executive Director is unavailable. Agreements of \$50,000 or less are executed by the Executive Director (or, if unavailable, the Assistant Treasurer or Assistant Executive Director). Agreements exceeding \$50,000 are executed by the presiding officer of the meeting where the agreement was approved and the Executive Director (or, if unavailable, the Assistant Treasurer or Assistant Executive Director).

Why this matters

Reduces legal and operational ambiguity: consistent voting language lowers the risk of procedural disputes on close or controversial actions.

Aligns authority with real operations: the \$50,000 threshold reflects current administrative expectations and avoids dragging routine items into formal action unnecessarily.

Improves continuity: adding an Assistant Executive Director role and recognizing backup signers reduces single-point-of-failure risk.

Strengthens accountability on larger agreements: requiring both the presiding officer (reflecting formal approval) and the Executive Director (reflecting administration) for agreements over \$50,000 is a strong governance control without being overly burdensome.

Attachments

Attachment - 2026 EDA Bylaws DRAFT
Attachment - EDA Bylaws

Previous Relevant Actions

Alternatives

Financial

Budgeted: Yes

No Financial Impact

Fund:

Department:

Account:

Amount: