



City of Guyton, Georgia  
**DOWNTOWN DEVELOPMENT  
AUTHORITY (DDA) MEETING**  
December 17, 2025 | 10 A.M.

**Guyton City Hall  
310 Central Boulevard  
Guyton, GA 31312**

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**AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Consideration to Approve Agenda
4. Consideration to Approve the Minutes
  - ❖ 08/20/2025 DDA Meeting
  - ❖ 10/15/2025 DDA Meeting
  - ❖ 11/05/2025 DDA Public Forum
  - ❖ 11/12/2025 DDA Meeting and Retreat
5. Financial Report
6. New Business
  - a) Review of the initial draft of updated bylaws
  - b) Review of the initial draft of DDA's social media policy
  - c) Discuss/review updates on 2025-2026 fiscal year priorities
  - d) Discuss attendance to Effingham Day at the Capitol
7. Consideration to move from the Regular Meeting to an Executive Session regarding personnel
8. Consideration to take any action needed arising from the Executive Session
9. Consideration to Adjourn

**City of Guyton**  
**Downtown Development Authority (DDA) Meeting**  
**August 20, 2025 — 10:00 A.M.**

**MINUTES OF MEETING**

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**Call to Order** — The City of Guyton Downtown Development Authority held a meeting on August 20, 2025, at the City of Guyton City Hall, 310 Central Blvd in Guyton. The meeting was called to order by Miller Barger on at approximately 10:00A.M.

Miller Barger on, Glen Montgomery, Tamela Mydell and Carl Heindel were present at this meeting. Keith Lancaster, Kaitlynn Thayer, and Theodore Hamby were absent from the meeting. **Additional Administrative Staff Present** — City Manager Bill Lindsey and City Clerk Moses were present.

**Guest Present** — The guest sign-in sheets are filed in the Office of the City Clerk.

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1. **Invocation** — The invocation was led by **Miller Barger on**.
2. **Pledge of Allegiance** — The Pledge of Allegiance was led by **Miller Barger on**.
3. **Approval of Agenda** — **Glen Montgomery** made a motion to approve the agenda. **Carl Heindel** seconded the motion. **Motion passed unanimously.**
4. **Approval of Minutes from the July 16, 2025, DDA Meeting** — **Glen Montgomery** made a motion to approve the minutes. **Tamela Mydell** seconded the motion. **Motion passed unanimously.**
5. **Financial Report** – **Glen Montgomery** gave the financial report
6. **Old Business**
  - a. Review of the updated downtown planters installation map
  - b. Update on the Effingham Health System Foundation 5K Run and Foodie Friday Event
7. **New Business**
  - a. Discussion on the 2025 – 2026 Fiscal Year Planning -----No action taken

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8. **Consideration to Adjourn** -- **Glenn Montgomery** made a motion to adjourn. **Carl Heindel** seconded. **Motion passed unanimously.**

**City of Guyton  
Downtown Development Authority (DDA) Meeting  
October 15, 2025 — 10:00 A.M.**

**MINUTES OF MEETING**

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**Call to Order** — The City of Guyton Downtown Development Authority held a meeting on October 15, 2025, at the City of Guyton City Hall, 310 Central Blvd in Guyton. The meeting was called to order by Miller Barger on at approximately 10:00 A.M.

Miller Barger on, Glen Montgomery, Tamela Mydell and Carl Heindel were present at this meeting. Theodore Hamby were absent from the meeting.

**Additional Administrative Staff Present** — City Manager Bill Lindsey was present.

**Guest Present** — The guest sign-in sheets are filed in the Office of the City Clerk.

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**Invocation** – The invocation was led by **Keith Lancaster**.

**Pledge of Allegiance** – The Pledge of Allegiance was led by **Keith Lancaster**.

**Approval of Agenda** – **Carl Heindel** made a motion to approve the agenda. **Tamela Mydell** seconded the motion. **Motion passed unanimously.**

**Approval of Minutes from the September 17, 2025, DDA Meeting** – **Glen Montgomery** made a motion to approve the minutes. **Carl Heindel** seconded the motion. **Motion passed unanimously.**

**Financial Report** – **Glen Montgomery** gave the financial report

**Old Business**

- a. **Recap of Foodie Friday (Saturday edition) event** – **Tamela Mydell** and **Miller Barger on** gave any update of the Foodie Friday event held on October 11, 2025.
- b. **Discussion on rescheduling the public forum** – The board decided to change the date of the public forum because of the special meeting advertisement requirement. The date of the public forum was changed to November 5, 2025.

## **New Business**

- a. **Discussion on scheduling a Board Retreat for 2025 – 2026 fiscal year planning and bylaws review** – **Tamela Mydell** made a motion to change the November 2025 meeting to a retreat style meeting to be held on November 12, 2025, from 8:00 A.M. to 11:00 A.M. **Glen Montgomery** seconded the motion. **Motion passed unanimously.**
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**Consideration to move from Regular Meeting into an Executive Session Referencing Personnel** – **Glenn Montgomery** made a motion to move from the Regular Meeting into an Executive Session referencing Personnel. **Carl Heindel** seconded the motion. **Motion passed unanimously.**

**Consideration to move from Executive Session to Regular meeting** – **Carl Heindel** made a motion to move from Executive Session back to the Regular Meeting. **Keith Lancaster** seconded the motion. **Motion passed unanimously.**

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**Consideration to take any action needed arising from Executive Session** – No action needed.

**Consideration to Adjourn** – **Glenn Montgomery** made a motion to adjourn. **Keith Lancaster** seconded. **Motion passed unanimously.**

**City of Guyton**  
**Downtown Development Authority (DDA) Public Forum**  
**November 05, 2025 — 6:00 P.M.**

**MINUTES OF MEETING**

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**Call to Order** – The City of Guyton Downtown Development Authority held a public forum on November 5, 2025, at the City of Guyton City Hall, 310 Central Blvd, Guyton, GA 31312. The forum was called to order by Miller Barger on at approximately 6:00 P.M.

Miller Barger, Glen Montgomery, Tamela Mydell, and Keith Lancaster were present at this meeting. Carl Heindel and Theodore Hamby were absent from the meeting.

**Additional Administrative Staff and City Officials Present** – City Manager Bill Lindsey, Councilman Joseph Lee, Council Michael Johnson

**Guest Present** – The guest sign-in sheets are filed in the Office of the City Clerk.

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**Invocation** – The invocation was led by **Keith Lancaster**.

**Pledge of Allegiance** – The Pledge of Allegiance was led by **Keith Lancaster**.

**Introduction of Board Members** – Each board member introduced himself/herself

**Opening Remarks and Purpose** – **Miller Barger** stated that this was a public forum to inform the public about the mission and background history of the DDA and to inquire of the needs and desires of the stakeholders in the downtown development area of Guyton.

**Public comments/suggestions/feedback** –

**Josh & Katie Austin**, Guyton residents and local real estate agent and developer, asked for information about DDA programs and if the DDA works with developers in the renovation and redevelopment downtown properties. **Miller Barger** addressed the Austin's questions by providing an overview of how the DDA could assist with developing downtown properties.

**Josh Austin** asked about the anticipated growth of the City of Guyton. **Miller Barger** and **Bill Lindsey** addressed Austin's question and provided information about current housing subdivisions under construction in Guyton. **Tamela Mydell**, **Glen Montgomery**, and **Keith Lancaster** also share information and their perspective of the growth of Guyton.

**Councilmen Johnson** and **Lee** gave greetings and remarks.

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**Consideration to Adjourn** – **Glen Montgomery** made a motion to adjourn. **Keith Lancaster** seconded the motion. **Motion passed unanimously**. The meeting adjourned at approximately 6:40 P.M.

**City of Guyton**  
**Downtown Development Authority (DDA) Meeting**  
**November 12, 2025 — 8:00 A.M.**

**MINUTES OF MEETING**

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**Call to Order** – The City of Guyton Downtown Development Authority held a meeting on November 12, 2025, at the Hereford House at Honey Ridge Agricenter, 477 Honey Ridge Road, Guyton, GA 31312. The meeting was called to order by Miller Barger on at approximately 8:30A.M.

Miller Barger on, Glen Montgomery, Tamela Mydell, Keith Landcaster, and Carl Heindel were present at this meeting. Theodore Hamby were absent from the meeting.

**Additional Administrative Staff Present** – None

**Guest Present** – The guest sign-in sheets are filed in the Office of the City Clerk.

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**Invocation** – The invocation was led by **Miller Barger on**.

**Pledge of Allegiance** – The Pledge of Allegiance was led by **Miller Barger on**.

**Approval of Agenda** – **Glen Montgomery** made a motion to approve the agenda. **Carl Heindel** seconded the motion. **Motion passed unanimously.**

**Financial Report** – **Glen Montgomery** gave the financial report. **Montgomery** noted two expense lines were missing for the DJ and the bounce house which were both related to the food truck event in October. City Clerk will correct financial report. **Tamela Mydell** made a motion to accept the financial report with the noted corrections. **Carl Heindel** seconded the motion. **Motion passed unanimously.**

**Old Business** – None

**New Business**

- a. **Discussion on updating DDA bylaws** – Changes were discussed regarding the bylaws. **Tamela Mydell** made a motion for Miller Barger on and Glen Montgomery to work together on proposed changes to the bylaws, which will then be presented to the board. **Carl Heindel** seconded the motion, and the motion carried. **Motion passed unanimously.**
- b. **Discussion and planning for 2025 – 2026 fiscal year priorities** – **Miller Barger on** led the discussion on potential priorities and input was given by all board members present. ----- **No action taken.**

- c. **Discussion on Social media policy – Tamela Mydell** made a motion that management of DDA social media accounts should be limited to executive committee members only. **Carl Heindel** seconded the motion, and the motion carried. **Motion passed unanimously.**
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**Consideration to move from Regular Meeting into an Executive Session Referencing Personnel – Carl Heindel** made a motion to move from the Regular Meeting into an Executive Session referencing Personnel. **Tamala Mydell** seconded the motion. **Motion passed unanimously.**

**Consideration to move from Executive Session to Regular meeting – Carl Heindel** made a motion to move from Executive Session back to the Regular Meeting. **Keith Lancaster** seconded the motion. **Motion passed unanimously.**

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**Consideration to take any action needed arising from Executive Session –** No action needed.

**Consideration to Adjourn – Carl Heindel** made a motion to adjourn. **Glen Montgomery** seconded the motion. **Motion passed unanimously.** The meeting adjourned at approximately 11:00 A.M.

**DDA**

**12/17/2025**

**INCOME**

FY '26 General Fund	\$	52,300.00
<b>Total Income</b>	<b>\$</b>	<b>52,300.00</b>

**EXPENSES**

**BUDGET SUMMARY**

*Façade Grants (10/\$1,000.00)	
Wright's Market	\$7,810.00

<b>Total Expenses</b>	<b>\$</b>	<b>7,810.00</b>
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<b><u>TOTAL REMAINING</u></b>	<b>\$</b>	<b>44,490.00</b>
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\*Funds yet to be expended

# BY-LAWS OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF GUYTON

## ARTICLE I: MEMBERS

### **Section 1. Management Powers, Number, Qualification and Term.**

The property, affairs, and business of the Downtown Development Authority of the City of Guyton (hereinafter the "Authority") shall be managed by its directors consisting of seven persons, appointed from time to time as provided by law (O.C.G.A. § 36-42-1 et seq.). The qualifications of the directors shall be provided by law. Each director shall serve for the length of time provided by law.

### **Section 2. Purpose.**

The purpose of the DDA is to encourage quality economic growth and development while preserving Guyton's unique architectural and community heritage. This purpose will be accomplished by facilitating public and private efforts to revitalize, redevelop, and enhance that which improves the quality of life for those that live, work, and visit Guyton. The Authority will work collaboratively with partners towards achieving its goals in addition to mutual goals identified within the City of Guyton's Comprehensive Plan.

### **Section 3. Powers.**

The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law of 1981, as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the Constitution and the Laws of the State of Georgia.

### **Section 4. Conditions of Services.**

No director shall receive compensation for services but may be reimbursed for reasonable expenses incurred in the performance of the director's duties. Directors must sign an oath of office adopted by the Authority. Directors must successfully complete required DDA training and Main Street training (if applicable) no later than twelve (12) months after appointment.

### **Section 5. Director Resignation.**

Any director may resign by giving notice in writing to the Chair of the Authority, the City Manager of the City of Guyton, and the Executive Director of the Authority (if applicable). Such resignations take place as specified in the resignation and upon acceptance of the Authority board.

**Section 6. Director Removal.**

A director who conducts themselves in such a fashion as to jeopardize the good public standing of the DDA may be subject to censure, as well as removal. The director may be censured or removed by a majority vote of the Authority's board, for any reason.

**Section 7. Vacancies.**

A seat on the Authority board shall be considered vacant upon the expiration of the term, resignation, death, or removal of a member. At the end of any term or office, if a successor has not been appointed, the director whose term of office has expired shall continue to hold the office until a successor is appointed. Any person appointed to fill the unexpired term of a director shall serve to the end of the unexpired term.

**Section 8. Conflict of Interest.**

Directors shall not use their position to influence the Authority's decisions or discussions where they have a material financial interest, or where there is an organizational responsibility or personal relationship interest which may result in a real or apparent conflict of interest. Directors shall disclose investments, interest in real property or businesses, potential conflicts, and sources of income or gifts that may present a conflict.

**Section 9. Business with a Director.**

The Authority may purchase from, sell to, borrow from, loan to, contract with, or otherwise do business with a director or any organization or person with which a director has a substantial interest or involvement provided the director:

1. Discloses the interest in advance to the Authority and has such recorded in the minutes;
2. Is not present at that portion of an Authority meeting during discussion or decision on the matter; and
3. Does not participate in any Authority decision relating to the matter.

A "substantial interest or involvement" shall mean any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director. The Chair shall seek the advice of legal counsel before the Authority approves any business transaction with a director.

**Section 10. Regular Meetings.**

The Regular meeting of the Authority shall be held on the third Wednesday of each month at City Hall or the offices of the DDA, with an option to call a special called meeting as needed and as determined by the availability of Quorum. This Regular Meeting will be a voting meeting. Notice of the time and place of such meeting may from time to time be fixed by resolution of the Authority, or if not fixed by the Chairman in the same manner as hereinafter

specified for giving notice of special meetings. All meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. § 50-14-1 *et seq.*)

#### **Section 11. Special Meetings.**

Special meetings may be held upon the call of the Chairman or Vice-Chair or any two directors. Notice of the special meeting shall be specified in the notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notice may be sent by mail, telegram, delivered personally or posted outside of the meeting venue. If delivered personally or by telegram, such notice shall be delivered twenty-four (24) hours prior to the time of the meeting. If written notice is sent by mail, such notice shall be mailed two (2) days prior to the time of the meeting. Unless specified otherwise, any notice hereinafter called for in these by-laws shall be given as specified in this section. No notice of any meeting need be given any director who attends such meeting unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has been called or convened or to the transaction of business. No notice shall be required to be given to any director who at any time before or after the meeting waives notice of the meeting in writing.

#### **Section 12. Quorum.**

A majority of the directors, at a meeting duly assembled, shall constitute a quorum for the transaction of business. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Authority, and if at any meeting of the Authority there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum shall have been obtained.

#### **Section 13. Parliamentary Procedures.**

In case of dispute concerning parliamentary procedures governing the conduct of meetings of the Authority, the most current edition of Robert's Rules of Order shall govern.

#### **Section 14. Nominations of Members.**

Potential board members are encouraged to submit an application to the Authority and are encouraged to have attended at least one (1) board meeting in the last six (6) months. The Executive Committee will review applications, interview the candidate, and make a recommendation to the Board. If the recommendation is approved by the Board, it will then be forwarded onto the Guyton City Council for their approval and appointment.

#### **Section 15. Guidelines for Vacant Position Showcasing.**

The Authority is committed to transparent communication to fill vacant positions. The

Authority may utilize commercially reasonable platforms for showcasing such opportunities, including but not limited to:

- **Social Media:** The Authority may feature vacant positions on its official social media accounts (e.g., Facebook, etc.).
- **City/DDA Website:** Vacant positions may receive placement on the official City or DDA website.
- **Local Media:** When financially feasible and appropriate, the Authority may place advertisements in the legal organ of Effingham County or other local publications.
- **Word of Mouth:** The Authority encourages the dissemination of information through word of mouth and email blasts to the local business community.

#### **Section 16. Ad-hoc Committees.**

At the discretion of a majority of the directors, ad-hoc committees may be formed to handle specified tasks and serve under the direction of the full authority. Formalization of ad-hoc committees must be approved by a majority affirmative vote of the directors. All ad-hoc committee meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. §50-14-1 *et seq.*) Ad-hoc committee members can be comprised of directors and non-directors. Non-director committee members can be chosen to serve on the ad-hoc committee by appointment of the directors and affirmed with a majority vote. Ad-hoc committee members can be removed at any time, either with or without cause, by the affirmative vote of the majority of the directors of the authority then in office.

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## **ARTICLE II: OFFICERS**

#### **Section 1. Number.**

The directors shall elect from one of their number a Chairman, a Vice-Chair, and shall elect a Secretary and a Treasurer, or a Secretary-Treasurer, neither of whom need be a director of the Authority. These officers shall be referred to as the Executive Committee.

#### **Section 2. Election.**

A meeting shall be held by the second board meeting of each fiscal year for the purpose of electing officers. If the meeting falls on a holiday, it shall be held on the next succeeding business day.

**Section 3. Term and Removal.**

All officers shall be elected by and serve at the discretion of the directors, through the remainder of the fiscal year in which they were elected to serve. Any officer may be removed from office, with or without cause, by the affirmative vote of the majority of the directors. A vacancy in any office shall be filled by the directors for the unexpired portion of the term.

**Section 4. Chairman.**

The Chairman shall be ultimately responsible for the overall planning, direction and control of the affairs and business of the Authority and shall preside at all meetings of the Authority. The Chairman may sign, with the Secretary or other proper officer of the Authority thereunto authorized by the Authority, any deeds, mortgages, revenue bonds, contracts, obligations or other instruments which the Authority has authorized to be executed, except in any case where the signing and execution thereof shall be expressly delegated by the Authority to some other officer or agent of the Authority, or shall be required by law to be otherwise signed or executed. In general, the Chairman shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Authority from time to time.

**Section 5. Vice-Chair.**

In the absence of the Chairman, or in the event of his or her inability or refusal to act (such inability or refusal to be determined by the board of directors), the Vice-Chair shall perform the duties of the Chairman, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the action of the Chairman. The Vice-Chair shall perform such other duties as from time to time may be assigned to him or her by the Chairman or by the Authority. The execution of an instrument on behalf of the Authority by the Vice-Chair shall be conclusive evidence, as third parties of the Vice-Chair's authority to act in the stead of the Chairman.

**Section 6. Secretary.**

The Secretary of the Authority shall be responsible to the board of directors for keeping a record of the proceedings of the Authority and shall be the custodian of all books, documents and papers filed with the Authority, the minute book of the Authority and the Authority's official seal. The Secretary shall have authority to cause copies to be made of all minutes and other records and documents of the Authority and to give certificates under the official seal of the Authority to the effect that such copies are true copies, and any person dealing with the Authority may rely upon any such certificate. The Secretary shall sign, with the Chairman, or any other proper officer of the Authority thereunto authorized by the Authority, any deeds, mortgages, revenue bonds, contracts, obligations, or other instruments which the Authority has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Authority to some other officer or agent of the Authority, or shall be required by law to be otherwise signed or executed. In general, the Secretary shall perform all duties incident to the office of Secretary and such

other duties as may be prescribed by the Authority from time to time.

**Section 7. Treasurer.**

The Treasurer shall be responsible for the custody of all funds and securities belonging to the Authority and for the receipt, deposit or disbursement of such funds and securities under the direction of the Chairman. The Treasurer shall cause full and true accounts of all receipts and disbursements to be maintained and shall make reports of the same to the Authority and Chairman upon request. The Treasurer shall perform all duties as may be assigned to him or her from time to time by the Chairman as authorized by the Authority or the Authority. Nothing in this Section 7 shall prevent the Authority by resolution from delegating to any director the authority to receive and endorse, as provided in such resolution, any checks or other negotiable instruments.

**Section 8. Secretary-Treasurer.**

The Secretary-Treasurer, if elected in lieu of a separate Secretary and Treasurer, shall have the duties of the Secretary and Treasurer, as described hereinabove.

**Section 9. Responsibilities.**

Directors shall show their commitment to the DDA through attendance at regularly scheduled meetings, special meetings, and meetings of committees on which they serve. If a Director has three (3) consecutive absences or four (4) or more unexcused absences in the course of one year, at any of the above mentioned meetings, the Chairperson may, with majority approval from the Board, remove said Director from the Board. Extenuating circumstances, such as, but not limited to, personal or employment circumstances, will be considered.

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## **ARTICLE III: FISCAL YEAR**

**Section 1. Time.**

The fiscal year of the Authority shall begin on the first day of July and end on the last day of June, to align with the fiscal year of the City of Guyton.

**Section 2. Budget.**

Directors shall prioritize goals for the DDA and approve a proposed budget outlining necessary details, ideally two months prior to the new fiscal year. The approved budget may be reviewed and revised periodically as deemed necessary by the Directors.

**Section 3. Revenue and Expenditures.**

All revenues and expenditures for the Authority shall be reviewed at each regular scheduled Board of Directors meeting. Requests for funding and payments shall be submitted to the Employee of the City of Guyton. The employee shall then review the request and prepare it

for Treasurer, or other Officer, approval. Once approved by the Treasurer, the payment shall be processed and presented to the Chairperson (or other Officer) to be signed. The Officer approving the payment shall not be the same Officer to sign the check.

**Section 4. Annual Audit.**

The Treasurer may cause an annual audit of the books of the Authority to be made by the firm which audits the books of the City of Guyton.

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## **ARTICLE IV: CORPORATE SEAL**

**Section 1. Seal.**

The Seal of the Authority shall consist of an impression bearing the name "Downtown Development Authority of The City of Guyton" around the perimeter and the word "SEAL" in the center thereof.

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## **ARTICLE V: DEPOSITORIES AND CONTRACTS**

**Section 1. Depositories.**

The Authority shall from time to time provide by resolution or resolutions for the establishment of depositories for funds of the Authority.

**Section 2. Execution of Notes, Drafts, and Checks.**

All drafts, checks, etc. drawn against accounts of the Authority shall be required to have two signatures. One signature shall be the Chairman or Vice-Chair, and the second signature shall be the Treasurer, the Authority Executive Director, or the City Manager.

**Section 3. Contracts.**

All contractual documents pertaining to the Authority that have been approved by a majority affirmative vote of the directors can be signed by the Authority Executive Director, Chairman, or Vice-Chair.

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# ARTICLE VI: AMENDMENTS

## **Section 1. Amendments.**

The by-laws of the Authority may be altered, amended, or repealed by an affirmative vote of a majority of the directors then holding office at any regular or special meeting. Proposed amendments shall be submitted in writing to all directors of the Authority at least 10 days prior to the meeting at which such amendment will be considered.

**Adopted this \_\_\_\_ day of \_\_\_\_\_, 20.**

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Chairman, Guyton DDA

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Secretary, Guyton DDA

## **Social Media Policy and Guidelines**

### **Downtown Development Authority of Guyton, Georgia (The "DDA")**

Applicability: Board Members, Officers, and Authorized Personnel

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#### **1. Purpose and Intent**

The purpose of this policy is to establish protocols for the administration of the DDA's official social media presence and to set ethical standards for Board Members regarding their conduct online. As public officials, members of the DDA Board are subject to public scrutiny; therefore, this policy aims to protect the reputation of the City of Guyton and the DDA, ensure impartiality in promotion, and clarify administrative authority.

#### **2. Administration and Access Authority**

##### **2.1 Authorized Administrators**

Access to post, edit, delete, or manage the official social media accounts of the DDA is strictly limited. Per a vote of the Board, administrative access is granted exclusively to members of the Executive Committee.

##### **2.2 Security and Credentials**

- Login credentials shall not be shared with non-Executive Committee members or the general public.
- Upon an Executive Committee member rolling off of the Executive Committee or no longer serving on the board, passwords for all social media accounts must be changed immediately (if applicable). If the former Executive Committee member had access to DDA social media accounts through use of a personal account, they agree to cease to access the DDA account in the interim period until their access has been revoked.

#### **3. Official Content and Impartiality**

##### **3.1 The Voice of the DDA**

Official DDA social media accounts shall be used to communicate DDA business, official DDA-sponsored events, and information directly relevant to the economic development of downtown Guyton.

##### **3.2 Third-Party Events and Impartiality**

To maintain the DDA's position as a neutral public body and to avoid the appearance of favoritism, bias, or endorsement of specific private entities over others:

- **Prohibition on Sharing:** The DDA shall not share, repost, or promote events, fundraisers, or promotions hosted by private businesses, individuals, or organizations other than the City of Guyton **unless specifically voted upon and approved by the Board as a whole.**
- **Voting Requirement:** Approval to share third-party content requires a majority vote during a recognized DDA meeting.
- **Exceptions:** This restriction does not apply to events where the DDA is a formal co-sponsor or partner, provided that partnership was previously approved by the Board.

#### **4. Code of Ethics and Personal Conduct**

While Board Members have the right to use social media for personal expression, they must recognize

that their status as public officials means their private conduct can impact the public's perception of the DDA.

#### **4.1 Professional Decorum ("Not Making a Fool of Yourself")**

Board Members are expected to conduct themselves online with the highest degree of professionalism and judgement. Members shall:

- Refrain from posting content that is harassing, discriminatory, obscene, or indicative of illegal activity.
- Avoid engaging in heated public arguments or "flame wars" that could bring disrepute to the Board.
- Be mindful that the public may not distinguish between a "personal opinion" and an "official statement."

#### **4.2 Disparaging Remarks**

Board Members shall not use social media (personal or official) to make disparaging, libelous, or malicious remarks regarding:

- Fellow Board Members or City Staff.
- Business owners or residents of Guyton.
- Official DDA projects or vendors.

#### **4.3 Confidentiality**

Board Members are strictly prohibited from posting or discussing information discussed in Executive Session or any other confidential DDA business until such information has been made public by official action.

#### **4.4 Official Public Statements**

- Board Members are strictly prohibited from making official public statements, comments, or representations on behalf of the Downtown Development Authority (DDA) to any external entity, including, but not limited to, news media, press organizations, or industry groups.
- All such official public communication must be explicitly approved in writing by the Board Chair prior to release.
- This restriction is in place to ensure a unified and consistent voice for the DDA and to prevent the unauthorized disclosure of DDA policy or confidential information.

### **5. Legal Considerations**

#### **5.1 Georgia Open Records Act**

Board Members are advised that content posted on official DDA pages, and potentially content on personal pages regarding DDA business, may be subject to the Georgia Open Records Act. Deleting comments or posts may constitute destruction of public records.

#### **5.2 First Amendment Compliance**

To comply with First Amendment protections, the DDA Administrators shall not delete comments or block users from official pages solely based on viewpoint or criticism. Removal of content is reserved for comments that violate specific, neutral posting guidelines (e.g., profanity, threats, spam).

#### **5.3 Comment Moderation**

Disabling Comments: To ensure a focused communication channel and to comply with Open Records Act considerations, the ability for the public to comment will be disabled on all official DDA social media posts and shared content. The official social media pages will function as a one-way communication

platform for DDA business only.

## **6. Compliance**

Failure to adhere to this policy may result in the revocation of administrative access (if applicable), a formal vote of censure by the Board, or a recommendation for removal from the Board in accordance with the DDA's bylaws and City of Guyton regulations.

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Adoption

*Approved and adopted by the Downtown Development Authority of Guyton, Georgia on [Date].*

Chairman Signature: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

**DOWNTOWN DEVELOPMENT AUTHORITY OF GUYTON, GEORGIA**  
Social Media Policy Acknowledgement of Receipt and Compliance

**I, the undersigned, hereby acknowledge that:**

1. **Receipt of Policy:** I have received a copy of the *Downtown Development Authority of Guyton Social Media Policy and Guidelines*.
2. **Understanding of Terms:** I have read and understood the provisions contained within the policy.
3. **Agreement to Comply:** I agree to abide by all the requirements, guidelines, and standards set forth in this policy. I understand that these guidelines are intended to protect the reputation of the DDA and the City of Guyton.
4. **Public Records Awareness:** I acknowledge that my activities related to DDA business on social media may be subject to the Georgia Open Records Act and that deleting public records is prohibited.
5. **Consequences of Non-Compliance:** I understand that violation of this policy may result in the revocation of administrative access (if applicable), a formal vote of censure, or other disciplinary actions as permitted by the DDA bylaws.

**Board Member / Authorized Official:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For Internal Use Only*

*Date Received by Secretary or designated clerk:* \_\_\_\_\_