

BOARD OF SUPERVISORS AIRPORTS ADVISORY COMMITTEE PROCEDURAL RULES

PURPOSE:

The Board of Supervisors Airports Advisory Committee was formed to study problems of general and specific interests and make recommendations to the Board, and allow for increased public participation on issues affecting Tuolumne County Airports, operation and use.

MEMBERSHIP:

Membership of the Airports Advisory Committee is comprised of eight voting members as follows, unless modified by the Board of Supervisors:

- 2 Members of the Board of Supervisors appointed by the Chair
- 1 Columbia Airport Tenant (Fixed Base Operator)
- 1 Columbia Airport User
- 1 Resident of the surrounding community of Columbia
- 1 Pine Mountain Lake Airport Resident
- 1 Pine Mountain Lake Airport User
- 1 Resident of the surrounding community of Pine Mountain Lake

The term of office for each Member shall be for three years or until the appointment and qualification of his or her successor except for Board of Supervisor members who are appointed annually. All members are appointed by the Board of Supervisors.

VACANCIES:

A vacancy on the Airports Advisory Committee shall occur automatically if any of the following events occur before the expiration of the member's term:

1. Removal of the incumbent by the Board of Supervisors;
2. Death or resignation of the incumbent;
3. Ceasing to be a representative from the category for which the member was appointed; or
4. Absence from three (3) consecutive regular or special meetings or a total of four absences during any twelve (12) month period.

The Board of Supervisors may, by majority vote, waive any vacancy created by item #4.

STAFF SUPPORT:

Staff support to the Airports Advisory Committee shall be provided by the following:

- Tuolumne County Airports Director
- Other County Staff as requested by the Airports Advisory Committee

The Airports Director shall serve as the secretary to the Board of Supervisors Airports Advisory Committee and, in that capacity, shall be responsible for distributing and posting agendas and keeping records of the meetings.

MEETING SCHEDULE AND LOCATION:

The Airports Advisory Committee shall meet in the Airports Office in Columbia or the Groveland Community Hall in Groveland on a regular basis as established by the Chair of the Airports Advisory Committee. Occasional changes in the regular meeting schedule and meeting location may be made due to holidays or other conflicts and special meetings may be scheduled at other times and locations by the Chair of the Airports Advisory Committee.

PROCEDURAL RULES FOR THE CONDUCT OF MEETINGS:

Every meeting conducted by the Airports Advisory Committee shall be open to the public and the order of business shall be the following:

1. Opening of the meeting and announcement by the Chair of the matters to be considered. If the Chairman is absent, the Vice Chairman shall perform the duties of Chairman. If both the Chairman and Vice Chairman are absent, the Meeting shall be conducted by the Airports Director.
2. Disclosure of ex-parte communication by Committee members concerning the matter to be heard.

3. When background material has been distributed to the Airports Advisory Committee, such material shall be made public prior to or at the beginning of the meeting and shall be a matter of public record.
4. Questions by Committee members of Staff or other County Departments or public agencies.
5. Presentation of arguments and evidence by public. The Chair of the Airports Advisory Committee may limit the amount of time given to each speaker.
6. Discussion among Committee members and questions of Staff.
7. Close of public testimony by declaration of Chair.
8. Entertainment of motion and second.
9. Discussion on the motion.
10. Vote on the motion.
11. If the motion fails, the Chair will entertain a new motion.

ADDITIONAL RULES:

- A. Quorum – A quorum of the voting members of the Committee must be present in order to conduct any business. A quorum of the Committee shall consist of four voting members.
- B. Voting Procedure – Members of the Committee shall vote viva voce (by the voice) or by a show of hands. Unless a show of hands is called for by the Chair, each member shall audibly indicate his or her position on any motion before the Committee in the following manner:

“Aye”, “yea” or “Yes” shall signify an affirmative vote.

“Nay”, or “No” shall signify a negative vote.

“I abstain” shall signify that the member is refraining from voting.

Failure by a Committee member to audibly indicate his or her position on any motion shall be considered to be an affirmative vote.

The Chair may call for a show of hands to indicate an affirmative or negative vote or abstention to confirm an audio vote or as an alternative to such vote.

To be carried, a motion must receive the affirmative vote of a majority of the voting members present. Abstentions shall not be counted as either an affirmative or negative vote.

If the minutes of the meeting are recorded, they shall identify the names of the Committee members making and seconding motions and those who dissent on the vote. If the vote was unanimous, the entry need only indicate that the motion was carried.

Following each vote, the Chair shall declare the vote of the Committee and, unless objection shall be made at such time, the vote so declared shall be considered as correct. If an objection is made regarding the vote by any member of the Committee or Staff, the Chair shall poll the Committee members on whether they wish to vote on the motion again. If a majority of the voting members of the Committee so agree, the Chair shall ask for another vote on the motion. Objection to the second vote on the motion shall not require further consideration by the Committee.

The Chair of the Committee shall be entitled to make or second a motion and shall vote on all motions in the manner set forth herein.

- C. Committee Unable to Take Action – If, after concluding a meeting on a matter before it, the Airports Advisory Committee is unable to take action, after a motion has been made and seconded with a quorum present and voting thereon, the matter shall be reconsidered at one consecutive meeting. If the Airports Advisory Committee is still unable to take action, the matter shall be automatically referred to the Board of Supervisors and set for consideration without recommendation from the Committee when action by the Board of Supervisors is required.
- D. Minutes – The Chair of the Airports Advisory Committee shall determine annually how actions of the Committee shall be recorded. Such recording, if required, shall be the responsibility of the Airports Department Staff and copies of written minutes of the Airports Advisory Committee shall be posted on the Airports Department Web page. Written minutes which follow a summary format style are recommended.

- E. Public Comment – At the beginning of the meeting, there will be a 15 minute public comment period in which members of the public may speak on any item not on the printed agenda. By consensus of the Committee, the public comment period may be extended an additional 15 minutes. The Committee is prohibited from acting on any matter presented during public comment but may respond to questions or place items on a future agenda.
- F. Items for Placement on the Agenda – An item may be placed on the Agenda by: (A) any voting member of the Airports Advisory Committee; (B) by the vote and consensus of the Committee at a duly authorized meeting; or (C) at County Staff request. The originator of the agenda item may request removal of that item from the agenda prior to the Committee's discussion of it.
- G. Order of Agenda – The Chair or the Vice Chair in his or her absence shall be responsible for determining the order in which the agenda items shall be heard.
- H. Allocation of Time – The Chair is responsible for allocating a fair share of time for each item on the agenda and may limit the amount of time given to each speaker. Any items that are not resolved will be scheduled for a continued meeting at a date to be specified.
- I. Presentation During Meeting – Persons making a presentation during an Airports Advisory Committee meeting should give their name and place of residence and should state whether they are appearing as individuals or representatives of a group. All members of the audience shall be given an opportunity to address the Committee, but shall not address one another without permission from the Chair. The Chair reserves the right to limit the amount of time given to each speaker. Any person making a verbal presentation is encouraged to submit a written statement also.
- J. Disorderly Conduct – In the event that any meeting is willfully interrupted by an individual, a group or groups of persons, so as to render the orderly conduct of such meeting unfeasible, the Committee may order the removal of the individual or individuals willfully interrupting the meeting in accordance with Government Code Section 54957.9. If order cannot be restored by the removal of such individual or individuals, the Committee may order the meeting room cleared and continue in session pursuant to the Government Code. Only matters appearing on the agenda may be considered in such a session and duly accredited members of the press and other news media, except those participating in the disturbance, shall be allowed to attend. During such a session, the Committee may re-admit an individual or individuals if it finds that person or persons not responsible for willfully disturbing the orderly conduct of the meeting and such re-admission will not disrupt the continued orderly conduct of business.
- K. Recording/Transcript/Minutes. An audio tape recording, official verbatim transcript, or minutes of the proceedings of any meeting shall be available at cost to anyone who requests such recording, transcript, or minutes as follows:
1. For a verbatim transcript, a request must be submitted in writing at least ten (10) days prior to the meeting to the Airports Department accompanied by a cash deposit equal to one day's salary of a court reporter. Such deposit is non-refundable but shall be applied toward the cost of the completed transcript.
 2. For an audio tape recording, a request may be submitted orally to the Airports Department before or after the meeting. After such a request is made, a duplicate copy of each cassette tape made during the entire meeting of the Airports Advisory Committee will be made; duplicates of portions of the meeting will not be made. The fee for duplicating each cassette tape shall be equal to the County's cost to prepare the tape. Currently the fee is \$15.00 per cassette tape. Tape recordings of regular and special meetings of the Airports Advisory Committee shall be retained for two (2) years.
 3. For minutes of the meeting, a request may be submitted orally to the Airports Department before or after the meeting. The fee for the minutes shall be equal to the County's cost for photocopying. Currently, the fee is \$0.10 per page. There will be no charge for copies of the minutes being sent via e-mail to requestor.

Adopted by the Airports Advisory Committee on January 23, 2008.

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