

AIRPORT ADVISORY BOARD

BY-LAWS

SECTION I

MEETINGS

Regular meetings of the Vance Brand Airport Advisory Board shall be called by the Chairman. In the event of his or her absence or inability, this responsibility falls to the Vice Chairman. Regular Airport Advisory Board meetings will be held on the second Thursday of each month at 6:00 p.m. at the Public Works Maintenance Facility, unless agreed upon by a majority of the Board to hold the meeting at another public venue. Written notice of this meeting, its time and place to be held and agenda shall be given to all board members, interested parties and posted for public information in accordance with all City and State requirements.

Additionally, special meetings may be called by the Chairman from time to time, when deemed necessary. Alternatively, a duly constituted quorum of the Airport Advisory Board may call such a meeting. The quorum will be constituted of at least four (4) members who have full voting rights on the board as described by Title 2, Longmont Municipal Code, Chapter 2.94.020. Written notice of any special meeting, its time and place to be held and agenda shall be given to all board members, interested parties and posted for public information in accordance with all City and State requirements.

SECTION II ANNUAL MEETING

The annual meeting of the Airport Advisory Board shall be the first meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year, and such other business as shall be scheduled by the Airport Manager or the City Managers duly authorized appointee.

SECTION III QUORUM.

At any meeting of the Airport Advisory Board a quorum shall consist of four (4) members of the board. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

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SECTION IV VOTING

Meetings of the Airport Advisory Board at which official action is required, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member shall have a direct personal interest in a matter then before the board, he shall disclose his interest to the board. The board shall consider the interest and by vote determine whether said member is qualified to participate in action on the matter then before the board. Any Board member may challenge the right of any other member to vote on any matter before the Board due to a conflict of interest by offering a motion to that effect. The Board shall dismiss or sustain the motion by a majority vote of the quorum present. The secretary shall record in the minutes the outcome of said vote. The affirmative vote of a majority of the quorum present shall be necessary for the adoption of any resolution or other voting matter.

SECTION V PROCEEDINGS

- A. At meetings of the Airport Advisory Board, the following shall be the regular order of business:
1. **Roll Call**
 2. **Minutes of the Preceding Meeting**
Adjustment to the Agenda
Board Reports
Public Invited to be Heard
 6. **Old Business**
 7. **New Business**
 8. **Public Invited to be Heard**
 9. **Adjournment**

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- B.** Each formal action of the Airport Advisory Board shall be embodied in a formal motion duly entered in the minutes after an affirmative vote as provided in Section IV.

SECTION VI RULES OF PROCEDURE

Meetings of the Airport Advisory Board shall be conducted in accordance with Robert' s Rules of Order.

SECTION VII OFFICERS

The officers of the Airport Advisory Board shall consist of a Chairman and a Vice-Chairman elected by the Board at the annual meeting for a term of one year. The Airport Manager, appointed by the City, shall be the Board liaison. In the event the Airport Manager is absent from any meeting, the Chairman will conduct the proceedings of the Board meeting based on material submitted by City Staff.

SECTION VIII DUTIES OF OFFICERS

The duties and powers of the Officers of the Airport Advisory Board shall be as follows:

A. Chairman

1. To preside at all meetings of the board.
2. To sign documents of the board.
3. To see that all actions of the board are properly taken.

B. Vice-Chairman

1. During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.

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C. Airport Manager

1. To keep the minutes of all meetings of the Board.
2. To give or serve all notices required by law or by these By-laws.
3. To prepare the agenda for all meetings of the Board.
4. To be custodian of Board records.
5. To inform the Board of correspondence relating to business of the Board and to attend to such correspondence.
6. To sign in the absence of the Chairman and Vice Chairman at the direction of the Board.

SECTION IX VACANCIES

Should any vacancies occur among the members of the Airport Advisory Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City Clerk by the Secretary. Should any vacancy occur among the officers of the board, the vacant office shall be filled in accordance with Section VII of these By-laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

SECTION X ABSENTEEISM

Any member absent (due to various reasons other than illness) from three (3) successive regular meetings or from a total of four (4) meetings per calendar year, will by motion of the Board, be referred to City Council for dismissal from the board. The Chairman of the Board shall notify the City Council in acceptable written format that the Council should consider for removal such Board member and that the Council, at their discretion, shall appoint a new Board member from the available applicant list, or advertise for new members in accordance with City regulations and Code requirements.

SECTION XI ANNUAL REPORT

The Chairman of the Board shall at the first regular meeting in February of the City Council deliver an address or written summary on the activities of the board for the year.

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SECTION XII AMENDING BY-LAWS

These By-laws may be amended at any meeting of the Airport Advisory Board provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

Approved and adopted by the Airport Advisory Board on this 10th day of January,
2008.



Chairman, Airport Advisory Board



Linda Meade, Secretary of the Airport Advisory Board

1-10-08
Date