

**PEARSON FIELD AIRPORT
AVIATION ADVISORY COMMITTEE
BYLAWS
(Revision Date – DRAFT)**

ARTICLE I AUTHORITY

These Bylaws for the Pearson Field Aviation Advisory Committee ("AAC") are adopted under the authority of Title 10.05.040 of the Vancouver Municipal Code ("VMC") as amended.

ARTICLE II PURPOSE, FUNCTION AND DUTIES

Section 1 Purpose – The AAC shall provide policy advice to the City of Vancouver Mayor and Council ("Mayor and Council") on the planning and operation of the Pearson Field Airport ("Airport"); and provide a public forum for all parties interested in the Airport's planning and operations.

Section 2 Function – The AAC shall serve as an advisory body to the Mayor and Council.

Section 3 Duties – The AAC shall have the duties as defined in Title 10.05.040 of the VMC.

ARTICLE III ORGANIZATION

Section 1 Committee Members – The AAC shall consist of nine (9) members (Committee Members) as defined in Title 10.05.040 of the VMC.

Section 2 Committee Attendance – Committee Members are expected to attend all AAC meetings, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Title 10.05.040 of the VMC.

Section 3 Officers and Staff

A. Officers – The AAC shall elect a Chairperson ("Chair") and Vice-Chairperson ("Vice-Chair") at the first meeting following the first day of May each year as defined by Title 10.05.040 of the VMC.

i. The Chair and Vice-Chair will serve one-year terms. Any Committee Member serving as the Chair or the Vice-Chair shall be eligible for reelection.

ii. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair. Should the Vice-Chair be unable to complete the full term in that position, another Committee member will be elected by the AAC at the meeting immediately following notice of the Vice-Chair's inability to complete the term.

iii. The Chair or the Vice-Chair may be removed from office at any time by a majority plus one (1) vote of all of the Committee Members. Upon action to remove an officer, the AAC shall in the same meeting, elect a new Committee Member to that position. The newly elected officer will serve in that position until the next regularly scheduled election of officers.

B. **Appointment of Sub-committees** - The Chair may recommend appoints of sub-committees for such purposes and for such periods of time as it deems advisable and necessary to conduct special studies or conduct special problem solving activities.

C. **Staff** – The Airport Manager ("Manager"), or the Manager's designee, shall serve as staff liaison and Secretary to the AAC ("Secretary"). The City's Airport staff, under direction of the Secretary, shall furnish professional and technical advice to the Committee. Other City staff may furnish professional and technical advice as requested by the AAC or the Secretary.

ARTICLE IV MEETINGS

Section 1 Regular Meetings

A. **Date and Time of Meetings** – The AAC generally meets Quarterly on the second Wednesday of the meeting month, excluding legal City holidays ("Regular Meeting"). The AAC's annual Regular Meeting schedule shall be approved by motion and majority vote of the AAC at the first Regular Meeting following the first day of October. The Chair, or Vice-Chair acting in the Chair's capacity, may set the time of the Regular Meeting.

B. **Cancellation** – If there are no action agenda items to be heard, a Regular or Special Meeting may be cancelled by the Chair, or Vice-Chair acting in the Chair's capacity, no later than seven (7) days prior to the scheduled meeting date. In no case shall the Chair, or Vice-Chair acting in the Chair's capacity, cancel more than two consecutive Regular or Special Meetings under this Article IV.1.B.

C. **Location** – Regular or Special Meetings of the AAC shall be held in the Pilot Lounge at Pearson Field Airport, unless noticed or advertised differently.

Section 2 Study Session Meetings – A Study Session Meeting may be called by the Chair, the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee Members. Study Session Meetings may generally be held before Regular or Special Meetings. All Study Session Meetings shall be limited to the receipt of reports and information from the Manager and from other City staff, where applicable. Such reports and information shall concern matters listed in the agenda for the Study Session. Public testimony is barred. The Secretary shall cause a recording to be made of each Study Session, which shall include at a minimum

such information as is required by law, and shall keep and maintain the recording as part of the AAC's records.

Section 3 Special Meetings – A Special Meeting may be called by the Chair, or the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Committee Members.

Section 4 Quorum – Five (5) Committee Members shall constitute a quorum for the conduct of business at any AAC meeting. No action shall be taken at any meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 5 Agenda

A. Preparation – An agenda shall be prepared by the Secretary with the concurrence of the Chair for each AAC meeting. The agenda shall comply with applicable laws regarding open meeting notice requirements.

B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.

Section 6 Conduct of Meetings

A. Presiding Officer – The Chair shall preside at the meeting. In the Chair's absence, the Vice-Chair shall conduct the meeting. If neither the Chair nor Vice-Chair is in attendance, then the meeting will be conducted by the Committee Member with the highest seniority. If there is more than one (1) Committee Member with the highest seniority, then these Committee Members may select the Presiding Officer between themselves. If no decision is reached within ten (10) minutes of the meeting start time, then the Secretary shall facilitate the selection using a fair and equitable method, of which the outcome will be binding.

B. Chair Authority – The Chair shall have the right to vote on all matters before the AAC and to make or second a motion.

C. Attendance Remotely – Committee Members may attend a meeting remotely if they are physically unavailable to attend in person. Committee Members will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting remotely. ~~In no event shall more than three (3) Committee Members attend a meeting remotely.~~ When a Committee Member attends a meeting remotely, the Chair shall state for the record the Committee Members who are attending the meeting remotely.

D. Agenda Order – The order of the agenda is at the discretion of the Chair whom may consider the request of any Committee Member for a change.

E. Consent Motion – The AAC, by a single consent motion, may take action on any number of matters where the AAC, staff, or general public with interest in such matters do not desire to address any of these items. If after a call and invitation by the Chair for discussion of any item(s) on the proposed consent agenda, should any Committee Member or member of the public request to address any such matter, the AAC shall withdraw the matter from the consent agenda for the purpose of conducting a full discussion and receiving of public comments prior to taking action on the matter.

F. Staff Recommendations – A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and as stated in the staff report on file in the matter.

G. Public Comment – For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name ~~and address~~ and the names of any person on whose behalf the speaker is appearing. To expedite the conduct of the provision of comments, the Chair may limit the amount of time that any person(s) may use in addressing the AAC. The Chair will announce the time limit prior to any public address on the subject and will apply the limit equally to all speakers on the matter.

H. New Items – All items submitted from the floor or presented as an adjunct to the agenda will be deferred to the next Regular or Special Meeting of the AAC.

I. Voting

i. After the conclusion of any input on a matter to be considered by the AAC, the AAC shall discuss, deliberate or otherwise take action on the matter.

ii. Each Committee Member attending shall be entitled to one (1) vote. Voting on all matters before the AAC shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which shall be recorded as such.

iii. Committee Members shall disqualify themselves and abstain from voting whenever they have, or may have, a conflict of interest in the case under consideration, as described and provided by the Revised Code of Washington (RCW §35A.42.050).

J. Recommendation to City Council – The Secretary shall forward in writing the recommendations and findings of the AAC to the Council through approved minutes

or subsequent requests for Council action on a particular matter. The AAC may designate a member[s] of the committee to appear before ~~the~~ the Council to deliver any official recommendation made by the AAC that is being heard by the ~~the~~ the Council.

K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all AAC meetings shall be governed by the rules contained in the latest revised version of *Robert's Rules of Orders* unless such rules are suspended by majority vote of the AAC.

Section 7 Records – Minutes of each AAC meeting shall be compiled by the Secretary, signed by the Chair, and distributed to each Committee Member before or at the next Regular or Special Meeting. Minutes may be amended by vote of the AAC at the next Regular or Special Meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Manager.

Section 8 Retention of Files

A. Files – The official records of the AAC shall include the bylaws, minutes of all meetings, staff reports presented to the AAC, written recommendations and findings of the AAC as prepared by and forwarded to the Council by the Secretary, and any proposed resolutions or ordinances related to a matter presented to the AAC, and any written materials submitted to the Manager by any member of the public concerning a matter considered by the AAC.

B. Retention – The Secretary shall keep and maintain all such official records on file in the office of the Manager. Minutes of all AAC meetings shall also be maintained on file with the City of Vancouver. All such official records shall constitute public records and be available for public inspection during customary office hours. Original AAC documents shall be retained for not less than five (5) years. Thereafter, such matters may be microfilmed or scanned for electronic filing, along with other special matters as the Secretary deems essential, for permanent recording.

Section 9 Notice of Meetings

A. Notice – Notice of the date, time and place of any AAC meeting, and a general explanation of each matter to be considered at such meeting, and including a general description of the area affected, shall be given to the Committee Members and to the general public in accordance with Vancouver's open meeting law requirements, and such other requirements as may exist under applicable federal, state or local law, including, without limitation, any requirements for notice by publication.

B. Public Access – All meetings of the AAC shall be open to the public. The Secretary shall keep minutes of the proceedings, showing in all cases where a vote is taken, the

yeas, nays and abstentions being separately recorded, with the exception of a unanimous vote, which may be recorded as such.

ARTICLE V RESERVED

ARTICLE VI AMENDMENTS

These Bylaws may be amended by majority vote at any meeting of the AAC provided that notice of the proposed amendment is given to each Committee Member in writing at least five (5) days prior to the Regular or Special Meeting. Such amendment shall be subject to ratification by the Council and, if so approved, shall become effective at the next Regular or Special Meeting.

APPROVED AS TO FORM

City Attorney

Date

DRAFT