

**CHANDLER AIRPORT COMMISSION
BYLAWS
(Revision Date – December 2016)**

ARTICLE I AUTHORITY

These Bylaws for the Chandler Airport Commission ("Commission") are adopted under the authority of Section 2-22 of the Chandler City Code ("Code") as amended.

ARTICLE II PURPOSE, FUNCTION AND DUTIES

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

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

Section 3 Duties – The Commission shall have the following duties:

A. Responsibilities – Advise the Council in the development of the Airport in a manner that reflects the needs of the community and demonstrates its essential worth to overall community development, both economically and aesthetically. Within the parameters prescribed by Section 2-22.2 of the Code, the recommendations of the Commission should provide advice regarding:

- i. The physical growth and development of the Airport for the benefit of the entire community;
- ii. Harmonious and efficient allocation of surrounding land use;
- iii. Basic aviation-related services, and;
- iv. Efficient and effective Airport operations.

B. Grants – The Commission will review and provide a recommendation for all grants pertaining to the Airport. Specifically, the Commission will:

- i. Vote on all Airport grants before being submitted to the Council. The exception will be if grant acceptance and Council action is required sooner than the Commission can meet.
- ii. Make special arrangements, if necessary, to meet and discuss grants if the Commission's schedule is insufficient to timely forward grants to Council.
- iii. Not hinder the flow of grants to Council if the Commission is unable to meet.

ARTICLE III ORGANIZATION

Section 1 Commission Members – The Commission shall consist of seven (7) members ("Commissioners") as defined in Section 2-22 of the Code.

Section 2 Commission Attendance – Commissioners are expected to attend all Commission meetings, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Section 2-6 of the Code.

Section 3 Officers and Staff

A. Officers – The Commission 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 Section 2-22 of the Code.

i. The Chair and Vice-Chair will serve one-year terms. Any Commissioner 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 Commissioner will be elected by the Commissioners 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 Commissioners. Upon action to remove an officer, the Commission shall in the same meeting, elect a new Commissioner to that position. The newly elected officer will serve in that position until the next regularly scheduled election of officers.

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

ARTICLE IV MEETINGS

Section 1 Regular Meetings

A. Date and Time of Meetings – The Commission generally meets monthly on the second Wednesday of each month, excluding legal City holidays ("Regular Meeting"). The Commission's annual Regular Meeting schedule shall be approved by motion and majority vote of the Commission 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 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 Meetings under this Article IV.1.B.

C. Location – Regular Meetings of the Commission shall be held in the Airport Terminal Building Conference Room, 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) Commissioners. Study Session Meetings may generally be held before Regular Meetings. All Study Session Meetings shall be limited to the receipt of reports and information from the Administrator 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 Commission'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) Commissioners.

Section 4 Quorum – Four (4) Commissioners shall constitute a quorum for the conduct of business at any Commission 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 Commission 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 Commissioner with the highest seniority. If there is more than one (1) Commissioner with the highest seniority, then these Commissioners 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 Commission and to make or second a motion.

C. Attendance by Telephone – Commissioners may attend a meeting by telephone if they are physically unavailable to attend in person. Commissioners will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting by telephone. In no event shall more than three (3) Commissioners attend a meeting by telephone. When a Commissioner attends a meeting by telephone, the Chair shall state for the record the Commissioner who is attending the meeting by telephone.

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

E. Consent Motion – The Commission, by a single consent motion, may take action on any number of matters where the Commission, 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 Commissioner or member of the public request to address any such matter, the Commission 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 Commission. 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 Meeting of the Commission

I. Voting

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

ii. Each Commissioner attending shall be entitled to one (1) vote. Voting on all matters before the Commission 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. Commissioners 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 Arizona Revised Statutes (A.R.S. §38-501, et. seq.).

J. Recommendation to City Council – The Secretary shall forward in writing the recommendations and findings of the Commission to the Council through approved minutes or subsequent requests for Council action on a particular matter.

K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all Commission 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 Commission.

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

Section 8 Retention of Files

A. Files – The official records of the Commission shall include the bylaws, minutes of all meetings, staff reports presented to the Commission, written recommendations and findings of the Commission as prepared by and forwarded to the Council by the

Secretary, and any proposed resolutions or ordinances related to a matter presented to the Commission, and any written materials submitted to the Administrator by any member of the public concerning a matter considered by the Commission.

B. Retention – The Secretary shall keep and maintain all such official records on file in the office of the Administrator. Minutes of all Commission meetings shall also be maintained on file with the Chandler City Clerk. All such official records shall constitute public records and be available for public inspection during customary office hours. Original Commission 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 Commission 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 Commissioners and to the general public in accordance with Arizona’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 Commission 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 Commission provided that notice of the proposed amendment is given to each Commissioner in writing at least five (5) days prior to the Regular Meeting. Such amendment shall be subject to ratification by the Council and, if so approved, shall become effective at the next Regular Meeting.

APPROVED AS TO FORM

City Attorney

Date