

MARIN COUNTY AVIATION COMMISSION

BY-LAWS OF THE COMMISSION

ARTICLE I: NAME

This organization shall be called "The Marin County Aviation Commission" existing by virtue of Resolutions No. 69-13, 73-35, and 8776 of the Board of Supervisors of the County of Marin, and exercising the powers and authority and assuming the responsibilities delegated to it under said Resolutions.

ARTICLE II: PURPOSE

The Commission shall advise and recommend to the Board of Supervisors on matters relating to Marin County airports, regulation of private airports, cooperation with military airports, and all other aviation matters.

ARTICLE III: MEMBERSHIP

The Commission shall consist of seven (7) members. One (1) appointment is made by the Board of Supervisors from each Supervisorial District; two (2) appointments representing the Greater Novato area, with one (1) to be nominated by the Novato City Council, and the other appointed by the Board of Supervisors as an at large member.

Appointed members may resign their appointment by submitting a letter of resignation to the Board of Supervisors.

ARTICLE IV: TERM OF OFFICE

Each Supervisorial District member shall serve four (4) years and each Greater Novato Area member shall serve three (3) years.

ARTICLE V: MEETINGS

1. General

All meetings of the Commission shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

2. Meeting Frequency

Meetings shall be held in the months of February, April, June, August, October and December unless otherwise determined by the Commission.

3. Meeting Time and Place

Commission meetings are held of the first Wednesday of the month at 8:00 p.m. The location of Commission meetings is Pilot's Lounge, 451 Airport Road, Novato, California.

4. Special Meetings

Special meetings of the Commission may be called by the order of the Chair or by order of the majority of the Commission by delivering written notice to each member of the Commission at least twenty-four (24) hours before time of such meeting.

5. Quorum

A majority of the membership of the Commission four (4) shall constitute a quorum for the transaction of business and the adoption of action items.

6. Conduct of Meetings

Proceedings of all meetings shall be governed by the current edition of Robert's Rules of Order. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure, for this Commission, not specifically covered in these by-laws.

7. Voting

An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action item before the Commission. If requested by any member, in attendance, a roll call vote must be held.

8. Meeting Attendance

If a Commissioner is unable to attend an Aviation Commission meeting he/she must notify the Airport Operations Manager at least twenty-four (24) hours prior to said scheduled meeting. Otherwise, the Commissioner's absence will be unexcused. A Commissioner with three consecutive unexcused absences may be recommended by the Aviation commission to the Board of Supervisors or an appropriate agency for removal.

ARTICLE VI: OFFICERS

1. Officers of the Commission

The officers of the Commission shall be elected at the annual meeting of the Commission, and shall be as follows: Chair and Vice Chair.

2. Duties of Officers

Chair – the Chair shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties and functions of the presiding officer.

Vice-Chair – the Vice-Chair, in the event of the absence or disability of the Chair, or a vacancy in the office of the Chair, shall assume and perform the duties of the presiding officer.

3. Term of Office

The officers and members of Committees shall serve for one year or until their successors are elected.

The term of office shall begin immediately following the adjournment of the annual meeting at which they are elected.

ARTICLE VII: COMMITTEES

1. Ad Hoc Committees

Ad Hoc Committees shall be appointed by the Chair.

ARTICLE VIII: BYLAWS

1. Amendment

These bylaws may be amended by a majority vote of all Commission members.

2. Notice

Written notice of any proposed amendment shall be mailed to all members at least ten (10) calendar days prior to the meeting at which such action is proposed to be taken.

3. Effective Date of Amendment

No amendment to these bylaws shall take effect or be binding until said amendment(s) are ratified by the Board of Supervisors.