



## **CITY OF RED BLUFF AIRPORT COMMISSION BYLAWS**

### **ARTICLE 1.     AUTHORITY**

The following Bylaws of the Airport Commission of the City of Red Bluff, hereinafter referred to as the “Commission”, are hereby adopted pursuant to Section 65102 of the Government Code of the State of California and Chapter 2, Article I of the City Codes of the City of Red Bluff.

### **ARTICLE 2.     PURPOSE AND FUNCTIONS**

- 1) The purpose of the Airport Commission is to be an advisor to the City Council, City Manager, or Airport Manager.
- 2) In accordance with Chapter 3A, Article 1 of the Codified Ordinances of the City of Red Bluff (“City Ordinances”), the functions of the Airport Commission are as follows:
  - a) To act as an advisory committee and recommend to the City Council, City Manager, or the Airport Manager plans for the development, maintenance, improvements and operation of Red Bluff Municipal Airport.
  - b) To advise the City Council, City Manager, or Airport Manager and make recommendations on any matters pertaining to the airport or air transportation.
  - c) To make such investigations as it may deem necessary in the exercise of the powers enumerated to the Airport Commission. The Airport Manager and contracted Fixed Base Operator (FBO) shall give full cooperation in any such investigations.
- 3) A member of the Airport Commission shall provide a concise meeting summary to the City Council at a regularly scheduled meeting after the foregoing Airport Commission meeting.

### **ARTICLE 3:    OFFICE**

The principal office of the Airport Commission shall be at the City Council Chambers at City Hall of the City of Red Bluff, Red Bluff, California.



#### **ARTICLE 4: ELECTIONS & OFFICERS**

Airport Commission officers shall consist of:

- 1) Pursuant to Section § 3A.3 of the City Ordinances, one (1) Chairperson and one (1) Vice Chairperson, each of whom shall be selected by and serve at the pleasure of the Airport Commission.
- 2) The Chairperson shall preside at meetings, call special meetings, decide points of order, announce all business, entertain motions, put motions to vote, announce vote results, and represent the Airport Commission at public functions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. If the Chair becomes vacant, the Vice Chairperson shall succeed to the Chair for the balance of the term of office. The Public Works Executive Assistant shall keep the minutes of the Airport Commission meetings, attend to the necessary correspondence of the Airport Commission, and be the custodian of Airport Commission records.
- 3) No person may serve as Chair of the Airport Commission for more than three consecutive terms. A term shall be defined as one calendar year.
- 4) Election of officers shall be held annually during the first Airport Commission meeting of each calendar year by majority vote, a quorum being present.

#### **ARTICLE 5: MEMBERS**

- 1) Pursuant to Section Chapter 3A, § 3A.2 of the City Ordinances, membership of the Airport Commission shall be five (5) voting members that comprise the Airport Commission.
- 2) Qualifications for Airport Commission Membership
  - a) Pursuant to Chapter 3A, § 3A.2 of the City Ordinances, the following criteria will be used for all membership appointments:
  - b) The Council shall appoint the members of the Airport Commission, each of whom shall either reside or work in Tehama County.
- 3) Length of Airport Commission Membership
  - a) Terms of all Commissioners shall be for three years, are staggered, and expire on December 31<sup>st</sup>. A vacancy on the Commission shall occur when any member dies, resigns, or is removed. There is no limit to the number of terms a Commissioner may serve.
  - b) Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.



## **ARTICLE 6. COMMITTEES**

- 1) The Chairperson may establish ad hoc committees of less than a quorum of the Airport Commission's membership to accomplish time-limited tasks that support the goals of the Airport Commission. Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

## **ARTICLE 7. MEETINGS AND ACTIONS**

- 1) The Airport Commission shall regularly meet on the second Wednesday of each month at 5:30 PM. The location of regular meetings shall be the City Council Chamber located at 555 Washington St, Red Bluff, California 96080.
- 2) All Airport Commission meetings shall be open, public, and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within the City of Red Bluff, California that satisfies the access requirements of the Americans with Disabilities Act.
- 3) Special meetings of the Airport Commission may be called either by the Public Works Director/Airport Manager or at the request of a majority of Airport Commission members. Notice of special meetings shall:
  - a) Be delivered to Commission members personally, by mail, or electronically, the agenda posted and must be received no later than 24 hours in advance of the meeting.
  - b) State the business to be considered and whether alternative technological means may be used, such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- 4) Quorum Requirements shall be no less than a majority of the Airport Commission membership.
- 5) Voting Majority: Decisions and acts made by a majority vote of the members at any duly constituted meeting shall be regarded as acts of the Airport Commission, except as otherwise provided by these Bylaws.
  - a) Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.



- 6) Minutes: The Public Works Executive Assistant shall prepare and publish the minutes for each meeting of the Airport Commission.

#### **ARTICLE 8. DUTIES OF MEMBERS**

- 1) Members shall attend meetings of the Airport Commission.
- 2) Members shall notify the Chairperson of the Airport Commission, Public Works Director/Airport Manager, or Public Works Executive Assistant of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled Airport Commission meeting, indicating good and sufficient reasons for the absence.
- 3) In the performance of its responsibilities, the Airport Commission shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel, or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable City, County, state, or federal laws.
- 4) Members of the Airport Commission shall comply with the City's Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- 5) Members of the Airport Commission shall comply with the Ralph M. Brown Act and Government Code Section 1090.
- 6) Members of the Airport Commission shall operate strictly within the designated purposes of the Airport Commission.

#### **ARTICLE 9. REMOVAL AND RESIGNATION OF MEMBERS**

- 1) Removal: Pursuant to Red Bluff Municipal Code Section 3A.2 (B)(3)(b) A member may be removed from the Commission by a majority vote of the City Council. A member is disqualified and automatically removed from office if he or she is absent from two consecutive meetings of the Commission without the prior consent of the Chair or Commission. The City Council, at its discretion, may rescind the automatic removal provided herein and reappoint the subject member to the Commission.
- 2) Resignation: Resignation of Airport Commission members shall be affected by a written letter of resignation submitted to the Public Works Executive Assistant who will provide copies to the Chairperson of the Airport Commission and to the City Manager.



- 3) The Public Works Executive Assistant in writing of any vacancies within 10 days of learning of the existence of any such vacancy.

#### **ARTICLE 10. AUTHORITY**

- 1) Parliamentary Authority: The Chairperson shall preside and manage Airport Commission meetings using parliamentary procedure consistent with the Ralph M. Brown Act, these bylaws, any special rules of order the Airport Commission may adopt, and any applicable City, County, state, and federal law.
- 2) The Airport Commission shall conduct meetings under Rosenberg's Rules of Order.

#### **ARTICLE 11. CONFLICT OF INTEREST**

- 1) Members of the Airport Commission shall abstain from voting on any issue in which they may be personally interested in avoiding a conflict of interest in accordance with City, County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the City.
- 2) Members of the Airport Commission shall not vote nor attempt to influence any other Airport Commission member on a matter under consideration by the Airport Commission or any of its committees or subcommittees:
  - a) Regarding the provision of services by such member or by an entity that such member represents or:
  - b) That would provide direct financial benefit to such member or the immediate family of such member or
  - c) Engage in any other activity constituting a conflict of interest under City, County, state, or federal law.
- 3) If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with the Fair Political Practices Commission (FPPC). If the member believes they have a conflict after consultation with the FPPC they should notify the Public Works Director/Airport Manager.
- 4) Airport Commission members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
- 5) Airport Commission members shall complete ethics training as required by City policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).



- 6) Neither the Airport Commission nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of the Airport Commission.
- 7) No assets or assistance provided by the City to Airport Commission shall be used for sectarian worship, instruction, or proselytization except as otherwise permitted by law.

**ARTICLE 12. ADOPTION AND AMENDMENT OF BLYAWS**

- 1) Adoption: An affirmative vote of a majority of those voting, a quorum being present, shall be required to recommend these Bylaws for Council approval. These Bylaws become effective upon approval by the City Council.
- 2) Amendments:
  - a) Any member of the Airport Commission may propose amendments to these Bylaws.
  - b) Proposed amendments shall be submitted in writing to the Airport Commission at any regular meeting. The Public Works Executive Assistant shall submit a copy of the proposed amendment to each member of the Airport Commission within ten (10) days after the meeting at which it is submitted. The proposed amendment may be voted upon at the next regular meeting following the date of its submission.
  - c) An affirmative vote of a majority of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Council approval. Any amendments to the Bylaws become effective upon approval by the City Council.

**ARTICLE 13. SEVERABILITY**

Should any part, term, portion, or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions, or provisions shall be deemed severable, and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**ARTICLE 14. STAFFING SUPPORT**

Staff support from the Public Works Department shall be provided to support the Airport Commission in conjunction with the work of the Airport Commission.