

**BY-LAWS
ORANGE COUNTY AIRPORT COMMISSION
AMENDED JANUARY 19, 2000**

ARTICLE I

SECTION 1.

The official title of this Commission shall be the "Orange County Airport Commission".

ARTICLE II

OFFICERS

SECTION 1.

The officers of this Commission shall be:

- A Chairman, whose duties shall be to preside at all meetings and to direct and coordinate the activities and functions of the Commission.
- A Vice-Chairman, who shall perform the duties of the Chairman in his/her absence.
- A Secretary, who shall be the Airport Director, and who shall keep the minutes of the Commission meetings, attend to the necessary correspondence of the Commission, and be the custodian of Commission records. The Commission shall designate an assistant secretary to act in the absence of the Secretary.

SECTION 2.

The Chairman and Vice-Chairman shall be appointed for a term of one year by the Commission at the first regular meeting in January of each year.

SECTION 3.

Vacancies occurring on the Commission shall be filled by appointment by the Board of Supervisors.

ARTICLE III

MEETINGS

SECTION 1.

Regular meetings of the Commission shall be held on the first and third Wednesday of each calendar month at 5 p.m. Any meeting may be adjourned to a definite date by a majority of the members present.

Other meetings or hearings may be held as required, subject to the call of the Chairman.

SECTION 2.

All meetings shall be open to the public.

ARTICLE IV

ATTENDANCE

SECTION 1.

Regular attendance at meetings of the Commission is required of all members of the Commission properly to discharge its duties. A member shall not be absent from three consecutive regular meetings, without securing the consent of the Chairman. The Chairman shall make recommendations to the Board of Supervisors regarding attendance, as may be appropriate. The Secretary shall provide a Commission attendance report to the Board of Supervisors, on a quarterly basis.

ARTICLE V

QUORUM

SECTION 1.

A majority of all members of the Commission shall constitute a quorum. A majority vote of a quorum shall decide all questions coming before it for decision.

ARTICLE VI

ORDER OF BUSINESS

SECTION 1.

The order of business for all meetings shall be:

- Call to order by the Chairman.
- Consideration of matters on the agenda.
- Any other business, pertaining to airports or air transportation, which may come before the Commission.

SECTION 2.

Any party desiring to place an item on the agenda must submit his/her request, together with related materials, to the Airport Director no later than noon on the Wednesday preceding the next regularly scheduled meeting. Exceptions will be allowed only when approved by the Chairman.

ARTICLE VII

COMMITTEES

SECTION 1.

The Commission may appoint such committees as it desires. Appointments may be made by the Chairman directly or upon motion of any member duly carried.

SECTION 2.

The Chairman shall require submission of any committee reports which may be outstanding during his/her tenure of office prior to the annual election.

ARTICLE VIII

SIGNATURES ON OFFICIAL PAPERS

All official papers involving the authority of the Commission shall be attested by signature of the Secretary.

ARTICLE IX

CHANGES IN THE BY-LAWS

A majority vote of all members shall be required to amend these By-Laws.

Proposed amendments shall be submitted in written form to the Commission at any regular meeting. The Secretary shall mail a copy of the proposed amendment to each Commissioner within five days after the meeting at which it is submitted. The proposed amendment may be acted upon the second regular meeting following the date of its submission.

**Amended by the Orange County Airport
Commission on January 19, 2000**

Alan L. Murphy, Secretary