

Agenda Item



AGENDA STAFF REPORT

ASR Control 21-000860

MEETING DATE: Pending
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): 5
SUBMITTING AGENCY/DEPARTMENT: John Wayne Airport (Pending)
DEPARTMENT CONTACT PERSON(S): Richard Francis (949) 252-5166, Komal Kumar (949) 252-6072

SUBJECT: Approve Revised Bylaws for the Orange County Airport Commission

Table with 3 columns: CEO CONCUR, COUNTY COUNSEL REVIEW, CLERK OF THE BOARD. Values include Pending Review, Discussion, and 3 Votes Board Majority.

Budgeted: N/A, Current Year Cost: N/A, Annual Cost: N/A
Staffing Impact: No, # of Positions, Sole Source: N/A
Current Fiscal Year Revenue: N/A, County Audit in last 3 years: No
Funding Source: N/A
Prior Board Action: N/A

RECOMMENDED ACTION(S):

Approve the recommended revisions to the Orange County Airport Commission Bylaws.

SUMMARY:

John Wayne Airport requests approval of the proposed revisions to the Orange County Airport Commission Bylaws to achieve consistency with the Bylaws Template approved by the Board of Supervisors.

BACKGROUND INFORMATION:

Establishment and Authority

On January 29, 1958, the Board created the Orange County Airport Commission (Airport Commission) according to County Ordinance No. 1037 (Ordinance). The Ordinance established a five-member commission appointed by the Board. Under Section 2-1-19 of the Codified Ordinances of the County of Orange (County Codified Ordinances), the Airport Commission is an advisory body with the power: (a) to recommend to the Board plans for the development, maintenance, and operation of John Wayne Airport (JWA) and other airports which may be acquired or operated by the County; (b) to advise the Board and make recommendations on any matters pertaining to airports or air transportation; (c) to make such investigations as it may deem necessary in the exercise of its powers; and (d) to adjudicate and decide all

Appeals for Notice of Noise Violation in accordance with Section 2-1-30.14 of the County Codified Ordinances.

Airport Commission Amended Bylaws and Changes

On May 25, 2021, the Board approved a Bylaws Template for certain Boards, Commissions, and Committees (BCC). On July 13, 2021, the Board also approved an amendment to Rule 16 of the Board of Supervisors Rules of Procedures, that governs the term of office for at-large BCC members. The Airport Commission Bylaws have been updated to incorporate the provisions of the Bylaws Template.

The Airport Commission requests certain exceptions to the Bylaws Template. The exceptions are as follows:

- Article IV.C.2. This exception is to remove at-large appointments. The Airport Commission is composed of five regular members nominated by each member of the Board. The Airport Commission requests that committee appointments are limited to regular members.
- Articles VI.A., VII.A., VII.D., VIII.D.1.b, XI.B, and XI.C. This exception is to remove the Executive Committee and subcommittees. The proposed Bylaws for the Airport Commission permit the Chairperson to establish Ad-Hoc Committees for the period of time required to fulfill the Ad-Hoc Committees' purpose. An Executive Committee and subcommittees are not considered necessary because an option exists for an Ad-Hoc Committee.

The Airport Commission requests certain changes to the Bylaws Template. The changes are as follows:

- Article VI.B. This change is to add a quarterly attendance report of the Airport Commission provided by the Secretary to the Board of Supervisors.
- Article XIII.B.2. This change is to increase the time to consider proposed amendments to the Bylaws from no less than five days prior to consideration before a vote can be taken to the second regular meeting following the date of its submission.

Compliance with CEQA: This action is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to CEQA, since it does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. The approval of this agenda item does not commit the County to a definite course of action in regard to a project since the action authorizes approval of revisions to the Orange County Airport Commission Bylaws to achieve consistency with the BBC Bylaws Template approved by the Board on May 25, 2021. This proposed activity is therefore not subject to CEQA. Any future action connected to this approval that constitutes a project will be reviewed for compliance with CEQA.

FINANCIAL IMPACT:

N/A

STAFFING IMPACT:

N/A

ATTACHMENT(S):

Attachment A – Orange County Airport Commission Bylaws
Attachment B – Orange County Airport Commission Bylaws Redlined

BYLAWS
ORANGE COUNTY AIRPORT COMMISSION
CREATED BY ACTION OF BOARD OF SUPERVISORS
AMENDED [INSERT DATE]

ARTICLE I. Name of Organization

- A. The name of this organization shall be the Orange County Airport Commission, hereinafter referred to as "Airport Commission."
- B. The official location and mailing address of the Airport Commission shall be:

Orange County Airport Commission
Eddie Martin Building
3160 Airway Avenue
Costa Mesa, CA 92626

ARTICLE II. Establishment of Orange County Airport Commission

The Orange County ("County") Board of Supervisors ("Board") established the Airport Commission according to County Ordinance No. 1037, dated January 29, 1958.

ARTICLE III. Purpose and Functions

- A. The purpose of the Airport Commission is to be advisory to the Board.
- B. In accordance with Section 2-1-19 of the Codified Ordinances of the County of Orange ("County Ordinances"), the functions of the Airport Commission are as follows:
 - 1. To recommend to the Board plans for the development, maintenance, and operation of John Wayne Airport and other airports which may be acquired or operated by the County.
 - 2. To advise the Board and make recommendations on any matters pertaining to airports or air transportation.
 - 3. To make such investigations as it may deem necessary in the exercise of the powers enumerated to the Airport Commission. The Airport Director shall give full cooperation in any such investigations.
 - 4. To adjudicate and decide all Appeals for Notice of Noise Violation in accordance with Section 2-1-30.14 of the County Ordinances.
- C. Each member of the Airport Commission shall provide a briefing on a basis determined by the appointing Supervisor on the Board.

ARTICLE IV: Appointment and Membership

- A. Pursuant to Section 2-1-14 of the County Ordinances, membership of the Airport Commission shall be five (5) voting members that comprise the Airport Commission.

- B. Qualifications for Airport Commission Membership
 - 1. Pursuant to Section 2-1-15 of the County Ordinances, the following criteria will be used for all membership appointments:
 - a. The Board shall appoint the members of the Airport Commission, each of whom shall either reside or work in Orange County.
 - b. A supervisor from each Supervisorial district shall nominate one (1) Airport Commissioner.
 - c. A member of the Board may appoint a person from outside of the district that the member represents but may only appoint such a person with the concurrence in writing of the Board member who represents the district in which the proposed appointee resides or works.

- C. Length of Airport Commission Membership
 - 1. All regular Airport Commission member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the Airport Commission whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.
 - 2. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
 - 3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

ARTICLE V. Airport Commission Officers

- A. Airport Commission officers shall consist of:
 - 1. Pursuant to Section 2-1-17 of the County 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; one (1) Secretary, who shall be the Airport Director, or the Director's duly authorized representative in the absence of the Airport Director.
 - 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 Secretary 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. Terms for officers of the Airport Commission shall be for one year.
4. No person, except a member of the Board, may serve as Chair of the Airport Commission for more than three consecutive terms.
5. No person, except a member of the Board, may serve simultaneously as Chair for two or more boards, commissions, or committees.
6. 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 VI. Duties of Members

- A. Members shall attend meetings of the Airport Commission.
- B. Members shall notify the Chairperson or Secretary of the Airport Commission 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. The Secretary shall provide a quarterly attendance report of the Airport Commission to the Board of Supervisors.
- C. 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 County, state, or federal laws.
- D. Members of the Airport Commission shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the Airport Commission shall comply with County Code of Ethics.
- F. Members of the Airport Commission shall operate strictly within designated purposes of the Airport Commission.

ARTICLE VII. Committees

- A. There shall be a standing Airport Noise Violation Committee to adjudicate and decide all Appeals of Notice of Noise Violations in accordance with County Ordinance No. 04-016, Section 2-1-30.14.
 1. Pursuant to Section 2-1-20, membership of the Airport Noise Violation Committee shall be composed of three (3) members of the Airport Commission, selected at random (by means of a

lottery) on an annual basis. The Airport Noise Violation Committee shall fill vacancies by means of a lottery.

- a. During the first Airport Commission meeting of the year, the Chairperson of the Airport Commission shall select members of the Airport Noise Violation Committee by drawing three (3) of five (5) cards (numbered 1 through 5) from a box. The numbers drawn shall represent the selected Airport Noise Violation Committee member of their appointed district.
 - b. Following the selection of the Airport Noise Violation Committee members, the Airport Commission shall then select an interim Airport Noise Violation Committee Chairperson from the selected Committee members.
 - c. Pursuant to Section 2-1-22, during its first meeting, the Airport Noise Violation Committee shall appoint one (1) of its members as Chairperson whom shall serve at the pleasure of the Airport Noise Violation Committee. The Chairperson shall preside at all meetings of the Airport Noise Violation Committee and shall direct and coordinate the activities and functions of the committee.
- B. 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 VIII. Meetings and Actions

- A. The Airport Commission shall regularly meet on the first and third Wednesday of each month at 5 pm. The location of regular meetings shall be the Airport Commission Room located at the Eddie Martin Building, 3160 Airway Avenue, Costa Mesa, California 92626.
- B. 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 Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the Airport Commission may be called either by the Chairperson or at the request of a majority of Airport Commission members. Notice of special meetings shall:
 1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
 2. 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.
- D. Quorum Requirements shall be no less than 50 percent +1 of the Airport Commission membership.

- E. **Voting Majority:** Decisions and acts made by 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.
1. 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.
- F. **Voting by Proxy:** Members of the Board and the County Executive Officer who serve as Airport Commission members may designate a substitute to attend an Airport Commission meeting on their behalf and vote on any action item by the submitting the member’s signed proxy to the Airport Commission Chairperson at the start of the meeting.
- G. **Minutes:** The Clerk of the Airport Commission (Airport Agenda Staff Report Manager) shall prepare and publish the minutes for each meeting of the Airport Commission.

ARTICLE IX. Compensation and Reimbursement

- A. **Compensation:** Each member of the Airport Commission shall be eligible to receive compensation for attendance at an Airport Commission meeting, subject to a maximum reimbursement as specified by Board Resolution. Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.
- B. **Reimbursement:** Airport Commission members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.

ARTICLE X. Removal and Resignation of Members

- A. **Removal:** The Board may, at any time and without cause, remove any Airport Commission member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. **Resignation:** Resignation of Airport Commission members shall be effected by a written letter of resignation submitted to the Chairperson of the Airport Commission and to the Board.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

ARTICLE XI. Authority

- A. **Parliamentary Authority:** The Chairperson shall preside and manage Airport Commission meetings using parliamentary procedure consistent with these bylaws, any special rules of order the Airport Commission may adopt, and any applicable County, state, and federal law.

ARTICLE XII. Conflict of Interest

- A. Members of the Airport Commission shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. 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:
 - 1. Regarding the provision of services by such member or by an entity that such member represents; or
 - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
 - 3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the Airport Commission shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the Airport Commission.
- E. Airport Commission members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
- F. Airport Commission members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
- G. 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.
- H. No assets or assistance provided by County to Airport Commission shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

ARTICLE XIII. Adoption and Amendment of Bylaws

- A. Adoption: An affirmative vote of at least 50 percent +1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.

B. Amendments:

1. Any member of the Airport Commission may propose amendments to these Bylaws.
2. Proposed amendments shall be submitted in writing to the Airport Commission at any regular meeting. The Secretary or Clerk shall submit a copy of the proposed amendment to each member of the Airport Commission within five (5) days after the meeting at which it is submitted. The proposed amendment may be voted upon the second regular meeting following the date of its submission.
3. An affirmative vote of at least 50 percent +1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.

ARTICLE XIV. 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 XV. Staffing Support

Staff support from John Wayne Airport shall be provided to support the Airport Commission in conjunction with the work of the Airport Commission.

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

**BYLAWS
ORANGE COUNTY AIRPORT COMMISSION
CREATED BY ACTION OF BOARD OF SUPERVISORS
AMENDED [INSERT DATE]**

ARTICLE I

SECTION 1.

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

ARTICLE I. Name of Organization

- ~~A. The name of this organization shall be the Orange County Airport Commission, hereinafter referred to as "Airport Commission."~~
- ~~B. The official location and mailing address of the Airport Commission shall be:~~

Orange County Airport Commission
Eddie Martin Building
3160 Airway Avenue
Costa Mesa, CA 92626

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 II. Establishment of Orange County Airport Commission**~~

~~The Orange County ("County") Board of Supervisors ("Board") established the Airport Commission according to County Ordinance No. 1037, dated January 29, 1958.~~

~~**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 III. Purpose and Functions**~~

~~A. The purpose of the Airport Commission is to be advisory to the Board.~~

~~B. In accordance with Section 2-1-19 of the Codified Ordinances of the County of Orange ("County Ordinances"), the functions of the Airport Commission are as follows:~~

- ~~1. To recommend to the Board plans for the development, maintenance, and operation of John Wayne Airport and other airports which may be acquired or operated by the County.~~
- ~~2. To advise the Board and make recommendations on any matters pertaining to airports or air transportation.~~
- ~~3. To make such investigations as it may deem necessary in the exercise of the powers enumerated to the Airport Commission. The Airport Director shall give full cooperation in any such investigations.~~
- ~~4. To adjudicate and decide all Appeals for Notice of Noise Violation in accordance with Section 2-1-30.14 of the County Ordinances.~~

~~C. Each member of the Airport Commission shall provide a briefing on a basis determined by the appointing Supervisor on the Board.~~

~~**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 IV: Appointment and Membership

A. Pursuant to Section 2-1-14 of the County Ordinances, membership of the Airport Commission shall be five (5) voting members that comprise the Airport Commission.

B. Qualifications for Airport Commission Membership

1. Pursuant to Section 2-1-15 of the County Ordinances, the following criteria will be used for all membership appointments:

a. The Board shall appoint the members of the Airport Commission, each of whom shall either reside or work in Orange County.

b. A supervisor from each Supervisorial district shall nominate one (1) Airport Commissioner.

c. A member of the Board may appoint a person from outside of the district that the member represents but may only appoint such a person with the concurrence in writing of the Board member who represents the district in which the proposed appointee resides or works.

C. Length of Airport Commission Membership

1. All regular Airport Commission member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the Airport Commission whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.

2. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.

3. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

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 V. Airport Commission Officers

A. Airport Commission officers shall consist of:

1. Pursuant to Section 2-1-17 of the County 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; one (1) Secretary, who shall be the Airport Director, or the Director's duly authorized representative in the absence of the Airport Director.
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 Secretary 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. Terms for officers of the Airport Commission shall be for one year.
4. No person, except a member of the Board, may serve as Chair of the Airport Commission for more than three consecutive terms.
5. No person, except a member of the Board, may serve simultaneously as Chair for two or more boards, commissions, or committees.
6. 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 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 VI. Duties of Members

- A. Members shall attend meetings of the Airport Commission.
- B. Members shall notify the Chairperson or Secretary of the Airport Commission 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. The Secretary shall provide a quarterly attendance report of the Airport Commission to the Board of Supervisors.
- C. 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 County, state, or federal laws.
- D. Members of the Airport Commission shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the Airport Commission shall comply with County Code of Ethics.
- F. Members of the Airport Commission shall operate strictly within designated purposes of the Airport Commission.

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 VII. Committees

- A. There shall be a standing Airport Noise Violation Committee to adjudicate and decide all Appeals of Notice of Noise Violations in accordance with County Ordinance No. 04-016, Section 2-1-30.14.
 - 1. Pursuant to Section 2-1-20, membership of the Airport Noise Violation Committee shall be composed of three (3) members of the Airport Commission, selected at random (by means of a lottery) on an annual basis. The Airport Noise Violation Committee shall fill vacancies by means of a lottery.
 - a. During the first Airport Commission meeting of the year, the Chairperson of the Airport Commission shall select members of the Airport Noise Violation Committee by drawing three (3) of five (5) cards (numbered 1 through 5) from a box. The numbers drawn shall

represent the selected Airport Noise Violation Committee member of their appointed district.

b. Following the selection of the Airport Noise Violation Committee members, the Airport Commission shall then select an interim Airport Noise Violation Committee Chairperson from the selected Committee members.

c. Pursuant to Section 2-1-22, during its first meeting, the Airport Noise Violation Committee shall appoint one (1) of its members as Chairperson whom shall serve at the pleasure of the Airport Noise Violation Committee. The Chairperson shall preside at all meetings of the Airport Noise Violation Committee and shall direct and coordinate the activities and functions of the committee.

B. 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 VIII

SIGNATURES ON OFFICIAL PAPERS

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

ARTICLE VIII. Meetings and Actions

A. The Airport Commission shall regularly meet on the first and third Wednesday of each month at 5 pm. The location of regular meetings shall be the Airport Commission Room located at the Eddie Martin Building, 3160 Airway Avenue, Costa Mesa, California 92626.

B. 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 Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.

C. Special meetings of the Airport Commission may be called either by the Chairperson or at the request of a majority of Airport Commission members. Notice of special meetings shall:

1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.

2. 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.

D. Quorum Requirements shall be no less than 50 percent +1 of the Airport Commission membership.

E. Voting Majority: Decisions and acts made by 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.

1. 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.

F. Voting by Proxy: Members of the Board and the County Executive Officer who serve as Airport Commission members may designate a substitute to attend an Airport Commission meeting on their behalf and vote on any action item by the submitting the member’s signed proxy to the Airport Commission Chairperson at the start of the meeting.

G. Minutes: The Clerk of the Airport Commission (Airport Agenda Staff Report Manager) shall prepare and publish the minutes for each meeting of the Airport Commission.

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~~

ARTICLE IX. Compensation and Reimbursement

A. Compensation: Each member of the Airport Commission shall be eligible to receive compensation for attendance at an Airport Commission meeting, subject to a maximum reimbursement as specified by Board Resolution. Attendance of less than one-half of a regular meeting shall be considered an absence and not subject to remuneration.

B. Reimbursement: Airport Commission members may be reimbursed for actual expenses incurred while performing within the scope of their duties to the extent permitted by applicable County policy. All requests for reimbursement shall be submitted in accordance with the policies and procedures adopted by the County on a form approved by the County Auditor-Controller.

ARTICLE X. Removal and Resignation of Members

- A. Removal: The Board may, at any time and without cause, remove any Airport Commission member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of Airport Commission members shall be effected by a written letter of resignation submitted to the Chairperson of the Airport Commission and to the Board.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

ARTICLE XI. Authority

- A. Parliamentary Authority: The Chairperson shall preside and manage Airport Commission meetings using parliamentary procedure consistent with these bylaws, any special rules of order the Airport Commission may adopt, and any applicable County, state, and federal law.

ARTICLE XII. Conflict of Interest

- A. Members of the Airport Commission shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. 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:
 - 1. Regarding the provision of services by such member or by an entity that such member represents; or
 - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
 - 3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the Airport Commission shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the Airport Commission.
- E. Airport Commission members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
- F. Airport Commission members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).

G. 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.

H. No assets or assistance provided by County to Airport Commission shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

ARTICLE XIII. Adoption and Amendment of Bylaws

A. Adoption: An affirmative vote of at least 50 percent +1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.

B. Amendments:

1. Any member of the Airport Commission may propose amendments to these Bylaws.

2. Proposed amendments shall be submitted in writing to the Airport Commission at any regular meeting. The Secretary or Clerk shall submit a copy of the proposed amendment to each member of the Airport Commission within five (5) days after the meeting at which it is submitted. The proposed amendment may be voted upon the second regular meeting following the date of its submission.

3. An affirmative vote of at least 50 percent +1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.

ARTICLE XIV. 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 XV. Staffing Support

Staff support from John Wayne Airport shall be provided to support the Airport Commission in conjunction with the work of the Airport Commission.