

**BY LAWS OF THE  
ANN ARBOR MUNICIPAL AIRPORT ADVISORY COMMITTEE**

*As adopted November 15, 1995  
Revised and Approved at the January 25, 2006 Meeting*

WHEREAS, the Ann Arbor City Council has created the Airport Advisory Committee for the purpose of making recommendations to the Council regarding the construction and operation of the Airport, and

WHEREAS, the Committee size is established at seven (7) members, and

WHEREAS, the Committee finds it desirable to adopt By Laws so that it may more efficiently fulfill its obligations to the City and Council; and

WHEREAS, the Airport Advisory Committee is playing an increasingly important part in policy matters regarding the airport; and

WHEREAS, the need of diligence and continuity of effort has increased; and

WHEREAS, the members of the committee have expressed a desire to amend the By Laws which govern them;

THEREFORE, the Airport Advisory Committee has approved the following By Laws effective January 18, 1995, as amended April 17, 1996, May 15, 1996, July 17, 1996, June 18, 1997, April 15, 1998, November 18, 1998, June 20, 2001, February 19, 2003 and January 25, 2006.

I

OFFICE

1. The principal office of the Committee shall be at the Ann Arbor Municipal Airport Administration Building.

2. The Committee may also have offices in such other places as the Committee may from time to time designate.

II

MEMBERS AND OFFICERS

1. The voting members of the Committee shall be seven (7) individuals duly designated by the Mayor and approved by City Council. Each new member shall serve for a term of three (3) years, and may serve no more than two (2) terms. A member whose term has expired may serve until a successor is appointed, or sixty days after the expiration of the term, whichever occurs first.

2. The Airport Manager shall be an ex-officio member without vote. Pittsfield and Lodi Townships may each name an ex-officio non-voting member to the committee.

3. Members are expected to attend all regularly scheduled and convened meetings of the Committee. Should a member miss two (2) meetings in succession or two (2) of four (4) meetings, the Chair may inquire of the absent member concerning their intention to continue serving on the Committee. Should a member miss three (3) meetings in succession or three (3) of five (5) meetings, the Chair may refer the name of the absent member to the Mayor of the City with the suggestion to dismiss the member and appoint another person to fill the unexpired term.

4. The officers of the Committee shall be a Chair, and Vice Chair. The Airport Manager shall serve as secretary.

5. The Committee at its November meeting shall choose the Chair and Vice Chair for one-year terms, effective at its next regularly scheduled meeting.

6. The Chair and Vice Chair shall hold office until their successors are chosen and qualify in their stead. If the office of Chair becomes vacant the Vice Chair shall succeed to that office for the unexpired term of that office. If the office of Vice Chair becomes vacant the Committee shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of that office.

### III

#### MEETINGS

1. Place. All meetings of the Committee shall be held at its offices at the Ann Arbor Municipal Airport Administration Building or at such other place as the Committee may from time to time designate.

2. Regular Meetings. Regular meetings of the Committee shall be held without notice on the third Wednesday of every other month (January, March, May, July, September, and November) at the offices of the Committee or such other time and place as may be designated in accordance with these By Laws.

3. Special Meetings. The Chair of the Committee may, when deemed by the Chair to be expedient, and shall, upon the request of at least one member of the Committee, call a special meeting of the Committee for the purpose of transacting any business designated in the call. The call for a special meeting may be issued to each member of the Committee no later than two (2) days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call, but if all of the voting members of the Committee are present at a special meeting any and all business may be transacted at such special meeting.

4. Quorum. At all meetings of the Committee, a majority of the appointed voting members of the Committee shall constitute a quorum for the purpose of transacting business. Ex-officio members of the Committee shall not be counted in determining a quorum.

5. Order of Business. At the regular meeting of the Committee the following shall be the order of business:

1. Roll Call
2. Approval of Agenda
3. Reading and approval of minutes of previous meeting
4. Audience participation
5. Reports of Airport Manager
6. Reports of Townships/FAA Tower Manager/Committees
7. Unfinished business
8. New Business
9. Items for Next Agenda
10. Notice of Next Scheduled Meeting
11. Adjournment

The order of business may be changed with the consent of a majority of members present.

6. Audience Participation. Audience participation in Committee meetings shall appear near the beginning of the agenda, for the purpose of addressing any item on the agenda. Speakers shall be limited to three minutes. However, the sole representative of a group may speak five minutes. Audience participation may also be permitted later, regarding items not on the agenda.

7. Rules of Parliamentary Procedure. The rules of parliamentary practice comprised in Roberts Rules of Order shall govern the Committee in all cases to which they are applicable, provided they are not in conflict with these By-Laws.

8. Minutes of Proceedings. It shall be the responsibility of the secretary to prepare the minutes of the proceedings of each regular and special meeting of the Committee. At the option of the secretary, audio or video recordings may be utilized to assist in the production of written minutes.

#### IV

### ANNUAL REPORT

The Committee shall present to the Ann Arbor City Council in the month of February of each year, a report on the activities of the Committee and the Airport for the past calendar year. The report may contain recommendations to the Council.

#### V

### AMENDMENT TO THE BY LAWS

The By Laws of the Committee may be amended, added to, or repealed, or new By Laws may be adopted in lieu hereof by the affirmative vote of a majority of the Committee, provided that notice thereof shall be in the call of the meeting.