

# **VAN NUYS AIRPORT CITIZENS ADVISORY COUNCIL**

## **BY-LAWS**

### **ARTICLE I – NAME**

This organization shall be known as the Van Nuys Airport Citizens Advisory Council.

### **ARTICLE II – PURPOSE**

The purpose of this Council shall be to review issues affecting the operation and development of Van Nuys Airport and to provide advice and recommendations to the Board of Airport Commissioners, the Mayor's office, the City Council and other appropriate entities.

### **ARTICLE III – MEMBERS**

#### Section 1. Members

This Council shall be composed of 18 members: two representatives each appointed by the Los Angeles City Council members from Districts 2, 3, 5, 6, 7 and 12; three representatives appointed by the Mayor and three representatives appointed by the Board of Airport Commissioners.

#### Section 2. Absence

Any member who is absent for three consecutive meetings shall be reported by the Chair to the appointing authority recommending removal from the Council.

### **ARTICLE IV – OFFICERS**

#### Section 1. Officers

The officers of this Council shall be a Chair, Vice-Chair and Secretary.

#### Section 2. Election of Officers

The Chair and Vice-Chair shall be elected by a majority of the appointed members of the Council before September 30.

#### Section 3. Terms of Office

The officers shall serve for a one-year term commencing October 1.

#### Section 4. Qualifications of Office

No person shall be eligible for elected office until he or she has served on the Council for at least one year.

#### Section 5. Duties of Officers

- a. The Chair shall preside at all regular and special meetings of the Council and carry forth the decisions and recommendations of the Council.

- b. The Chair shall appoint a Parliamentarian.
- c. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.

#### Section 6. Nominations

Nominations shall be taken from the floor.

#### Section 7. Vacancies

- a. If a duly elected Chair is unable to continue in office for any reason, the Vice-Chair shall assume the duties of Chair for the remainder of the prescribed term.
- b. If the Vice-Chair is unable to continue in office for any reason, an election shall be held at the next regular meeting of the Council to fill the remainder of the term of office of the Vice-Chair.

#### Section 8. Secretary

The Secretary shall be appointed by the Manager of the Van Nuys Airport and shall not be a regular voting member of the Council.

#### Section 9. Removal

- a. An officer may be removed from office for cause by a two-thirds (2/3) vote of the appointed Council members.
- b. Notice must be given in writing by the party requesting removal to all Council members in writing at least ten (10) days prior to the meeting at which the question is to be considered.
- c. The Parliamentarian shall preside during the removal proceeding.

### **ARTICLE V – MEETINGS**

#### Section 1. Regular Meetings

- a. The Council shall meet monthly at a time and place to be determined by the Chair.
- b. A regular meeting of the Council may be cancelled by a majority of the Council.
- c. The Council must hold at least six regular meetings each calendar year.

#### Section 2. Special Meetings

Special meetings may be called by the Chair provided notification is given to the members at least seven days in advance.

#### Section 3. Quorum

- a. A quorum shall be required to conduct the business of the Council including making recommendations to other entities.

- b. A quorum of a regular or special meeting shall be a majority of the appointed members.

#### Section 4. Public Meetings

The public shall be welcome to all regular meetings of the Council and shall have the opportunity to be recognized for presentations or comments. Such presentation or comments shall be limited to three minutes per person. The Chair, with the consent of the members, may adjust the time limit.

### **ARTICLE VI – COMMITTEES**

The Council Chair may appoint ad hoc committees as needed to advance the work of the Council.

### **ARTICLE VII – PARLIAMENTARY AND OTHER AUTHORITY**

#### Section 1. Parliamentary Authority

All regular and special meetings of this Council shall be governed by Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with the by-laws and special rules of this Council nor with the laws of the United States, the State of California and the City and County of Los Angeles.

#### Section 2. Other Authority

All regular meetings of the Council shall be governed by the Brown Act of the State of California as currently constituted.

### **ARTICLE VIII – AMENDMENT OR REVISION**

#### Section 1. Amendment

These by-laws may be amended by a majority of the appointed members of the Council.

#### Section 2. Revision

These by-laws may be revised by a two-thirds (2/3) vote of the appointed members of the Council.

Revised 2-7-95

Revised 7-2-02

Revised 8-6-02

Revised 9-4-07