

AIRPORT ADVISORY COMMISSION  
Rules of Procedure

Pursuant to Salem Revised Code 9.300 the Salem Airport Advisory Commission is hereby created. Pursuant to Salem Revised Code 2.655, the Salem Airport Advisory Commission (the “Commission”) may establish and alter rules and regulations for its own internal governance and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Salem. The following are procedures and guidelines adopted by the Commission to clarify meeting procedures and processes routinely addressed by the Commission.

**1. Commission Purpose, Structure, Election of Officers**

- A. **Purpose** -The City of Salem created the Commission, pursuant to SRC Chapters 9.300 and 9.305, for the purpose of:
1. Advising the City Council, City Manager, the Salem Planning Commission, the Director of Urban Development and the Airport Manager and such other public bodies, groups or officials, as may be interested in aviation or aviation development, improvement, and use of the Salem Municipal Airport, or any other airport under the jurisdiction of the City of Salem, regarding aviation and airports.
  2. The Commission shall advise all appropriate City officers in regards to comprehensive and orderly programs for Airport improvements and the enhancement of commercial, business, and general aviation within the Salem community.
  3. The Airport Advisory Commission shall serve in an advisory capacity only, shall have no executive or administrative powers or authority, and Chapter 9 of the Salem Revised Code shall not be construed as depriving the Council or City Manager of any power they may have under the laws of Oregon or the City charter.
- B. **Structure** -Pursuant to SRC 9.300, the Commission consists of seven (7) members and the City Manager, or the City Manager’s designee, who serves as a non-voting member. The Commission members are recommended by the Boards and Commissions Committee, and are then appointed by the Mayor. Members serve at the discretion of the City Council. At least two members of the Commission shall be pilots holding a current valid pilot’s license with a rating of private pilot or higher. At least one member shall be a resident of the City ward in which the Airport is located. One member shall be an individual who is appointed by the Mayor as a representative of the Army Aviation Support Facility after considering the recommendation of the Adjutant General.
- C. **Terms:** Commission members shall serve terms of three years, and will be eligible to serve two consecutive terms.
- D. **Expired Terms:** A Commission Member whose term has expired may continue to serve on the Commission until a replacement Commission Member is named.
- E. **Completing Unexpired Term.** Notwithstanding any other ordinance or resolution of the city, an individual who is appointed to complete an unexpired term of a member of the commission shall be considered to have served one

full term when at least two-thirds of the unexpired term remains on the date of appointment and the individual completes the unexpired term.

- F. **Resignations** – A Commission Member may resign at will by submitting a letter addressed to the Mayor and copy sent to the Airport Manager and Chair of the Commission.
- G. **Officers** - Pursuant to SRC 9.300, the Commission shall annually elect a Chair and a Vice Chair, who will hold office at the pleasure of the Commission. Elections shall be held at the first Commission meeting in a new calendar year and shall serve for the remainder of that calendar year. Oral nominations shall be accepted. Members shall not self-nominate. Nominations for Chair and Vice Chair shall be handled separately. Vote shall be by voice unless a show of hands is required for clarification.

## 2. Rules of Procedure

- A. **Roberts Rules Adopted** -Unless otherwise provided by law or modified by these rules, the procedure for Commission meetings shall be governed by Robert's Rules of Order. The Commission has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Commission members should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Commission as a whole, and to confuse the audience at public meetings and the citizens in general.
- B. **Presiding Officer** -The Chair, or in the Chair's absence the Vice Chair, shall serve as the Presiding Officer. In the absence of both the Chair and Vice Chair, the staff liaison shall receive nominations for a Presiding Officer. The election of a Presiding Officer shall be handled in the same manner as the election of the Officers as set out in Section 1.C. The Presiding Officer may vote on any matter before the Commission.
- C. **Parliamentarian** -The City Manager, or the City Manager's designee, shall be the parliamentarian, and shall advise the Presiding Officer on any questions of order.

## 3. Meetings

- A. **Quorum** -A quorum sufficient to conduct business shall be a majority of those Commission members presently holding office. A majority is defined as a majority of the Commission members present at the time of the meeting. If a quorum is not present at the meeting, the meeting may continue, however no action items will be debated or voted on.
- B. **Regular Meetings** -The Commission shall meet quarterly on the third Wednesday of the first month of the quarter at 6:00 p.m., at the Salem Airport Terminal or at another location designated in the meeting notice. All meetings shall be open to the public. If there are no items requiring action by the Commission in a given quarter, the meeting may be canceled at the discretion of the Chair. The draft agenda shall be reviewed by the Chair or his/her designee.
- C. **Special Meetings** -The Chair may call special meetings, work sessions, and committee meetings when proper and as necessary with notice to Commission

members and the public. Work sessions shall be noticed as public meetings and all Commission members may participate.

- D. **Executive Sessions** -Executive sessions may be called by the Presiding Officer, the City Manager or the City Attorney for consideration of a topic qualifying for executive session under ORS 192.660. Only Commission Members, the City Manager, City Attorney, and persons allowed by law or specifically invited by the Commission or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, but may not report on matters discussed at the executive session. No matter discussed during executive session may be disclosed by any person present during such session.
- E. **Notice** -All meetings will be noticed through the City's meetings of interest at least 24 hours in advance of the meeting. Each meeting notice shall include the date, time, location, and primary agenda topics. In addition, an e-mail notice will be sent to all interested persons providing a link to the City's website on which the meeting agenda and support materials will be posted. If the website is not available at the time of the notification, meeting materials shall be sent as attachments to the e-mail.
- F. **Attendance Requirements** - If a Commission member created by the council fails to attend at least 75 percent of the meetings of that commission within a calendar year, the following procedure shall be followed:
  - 1. The city manager or designee of the manager shall inquire to determine the cause of nonattendance.
  - 2. If the cause of nonattendance is not of an excusable and temporary nature, including but not limited to illness, vacation or work necessity, the city manager or designee of the city manager shall ask the chair of the commission to contact the member and remind the member that commitment to attendance is a key responsibility of membership.
  - 3. If the member fails to attend at least 75 percent of the meetings within the following calendar quarter, the Mayor or designee of the Mayor shall inquire of the member whether the member is interested in continuing to serve and, if so, advise the member that improved attendance will be required.
  - 4. If the member fails to attend at least 75 percent of the meetings within the next following calendar year, the Mayor or designee of the Mayor shall ask the member to resign.
  - 5. If the member refuses to resign upon request under subsection (d) of this section, the Mayor or designee of the Mayor shall forward a report to the council recommending that the member be expelled pursuant to SRC 2.555. (Ord No. 10-94)

#### **4. Committees**

- A. **Committees** - Committees shall be created by motion. A motion to create a committee shall state the purpose of the committee and number of members for the committee. The Chair shall have the authority to appoint Commission members to serve on a committee, unless the motion creating the committee

provides for an alternative method of selecting the committee membership. Members not appointed to the committee cannot attend committee meetings as Commission members. Members wishing to attend committee meetings in a personal capacity should consult with the City Attorney's office prior to doing so. No more than three Commission members shall be appointed to committees or attend committee meetings.

- B. **Representation of Commission** -The Chair or his/her designee shall be considered the official representative of the Airport Advisory Commission.

5. **General Decorum**

- A. **Presiding Officer** -The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Commission.
- B. **Members** -Members shall preserve order and decorum during Commission meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.
- C. **Staff and Public** -Members of the administrative staff, employees of the City and other persons attending Commission meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Commission.
- D. **Use of E-mail** – E-mail shall be used to distribute information to the Commission. Responses to the full group which stimulate dialogue, discussion of pending action items, or prompt decision-making are prohibited.

6. **Order of Business**

- A. **Agenda** -The order of business for all regular meetings of the Commission shall be as follows, provided, however that when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by majority vote:
  - 1. Opening (includes call to order, roll call, announcements and introductions)
  - 2. Approval of agenda
  - 3. Approval of minutes
  - 4. Appearance of interested citizens (public comment other than agenda items)
  - 5. Reports
    - a. items requiring discussion or action
    - b. reports and information items.
  - 6. Action items
  - 7. Items for Commission discussion
  - 8. Chair's report
  - 9. Adjournment

- B. **Materials** -The City Manager, or the City Manager’s designee, shall prepare an agenda for every regular meeting, and, if requested by the Chair, for every special meeting. Commission members and interested citizens who have provided an electronic mail address to the liaison shall receive electronic notification of the meeting with either a link to the website for access to meeting materials or attachments of all available meeting materials. Commission members shall receive a hard copy of all meeting materials. Additional hard copies will be made available upon request to interested citizens and a limited number will be available at each meeting. Every effort will be made to provide materials to the Commission in advance of each meeting. Handout material will be limited but may be necessary in some cases. As a general guideline, the Commission will not be asked to take action on materials that have not been provided in advance of the meeting; however exceptions may occur as warranted.
- C. **Placement of Items on / Removal of Items from the Agenda** -The City Manager, or the City Manager’s designee, may place routine items and items referred by staff on the agenda without Commission action. The Chair or his/her designee shall review the draft agenda.
- D. **Public Input** – For items on the agenda or off the agenda, the Chair has the discretion to seek public input or questions with the exception of items under debate or requiring Commission action.

**7. Consideration of Business**

- A. **Conduct of Meeting** -The Chair, or Vice Chair in the Chair’s absence, shall conduct each meeting in substantial compliance with the printed agenda. Agenda items may be taken out of order at the discretion of the Chair to accommodate schedules of guests and Commission members. Guest presentations will generally appear early on the agenda.
- B. **Motions** -Motions of the Commission shall be made orally and require a second.
- C. **Debate** - Every member desiring to speak shall address the Presiding Officer, and, upon recognition by the Presiding officer, shall confine himself or herself to the question under debate, avoiding all personalities and indecorous language. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed. Any member may call for the question at any time. The Presiding Officer shall then ask whether any member has further comments, and, if no member requests the floor, vote shall be immediately taken. Adoption of a motion to suspend the rules is required before a Member may seek input from the public during debate.
- D. **Vote** – Votes shall be taken by voice unless a show of hands is required for clarification. An alternate voting method may be offered by a Member through a motion to suspend the rules. A motion shall only pass when a majority votes in favor of motion. If a motion receives a tie vote, or less than the majority vote, the motion shall fail.

- E. **Motion to Reconsider** -A motion to reconsider any action taken by the Commission may be made no later than the close of the next following regular meeting of the Commission. Such motion must be made by one of the prevailing side, but may be seconded by any member, and shall have precedence over all other motions or while a member has the floor and shall be debatable.
- F. **Substitute Motions** -A substitute motion is a motion which proposes to replace a pending main motion in its entirety. If seconded, debate on the relative merits of the main motion and the substitute motion shall be in order. If approved, a substitute motion shall stand as the main motion, and the original main motion shall be deemed to have been rejected; if the substitute motion is rejected, vote shall proceed to the main motion.

**8. Ethics \ Public Records and Meetings Law**

- A. State and City Ethics Code \ Public Records and Meetings Law Apply -Members of the Commission are public officials and are bound by ORS Chapter 244 and SRC Chapter 12. As a public body, Commission meetings and information are subject to all public meetings and public records laws. Commission members are encouraged to review state laws, city codes, and Commission of Ethics opinions regarding conflicts of interest.
- B. **Statement of Involvement** – Commission members are required to indicate whether they have a conflict of interest concerning action items on the Commission agenda. They must recuse themselves of voting on actions items if warranted.
- C. **Gifts** – Members shall not accept gifts from any person having an administrative interest in the work of the Commission.
- D. **Request for Ruling** -Upon adoption of a motion by the Commission, the Chair may solicit a ruling from the City Commission of Ethics (regarding the application of the City’s ethics code); or from the State Government Standards and Practices Commission (regarding the application of the State’s ethics code) if an issue is of concern to the full Commission. Any Commission member may seek an opinion from either body individually.

**9. Suspension and Amendment of Rules**

- A. **Suspension.** Any provision of these rules may be temporarily suspended by a majority vote of the Commission members present. The vote on any such suspension shall be taken by voice unless a show of hands is required for clarification.
- B. **Amendment.** These rules may be amended, or new rules adopted, by a majority vote of the Commission members, provided that the proposed amendments or new rules have been introduced at a prior Meeting not less than ten days prior to the Commission action on the proposed amendment or adoption.