

BYLAWS

SUTTER COUNTY AIRPORT ADVISORY COMMITTEE

ADOPTED: MAY 6, 2008 BY RESOLUTION # 08-036

ARTICLE I. NAME

This Committee shall be known as the Sutter County Airport Advisory Committee (hereinafter Advisory Committee) established by the Board of Supervisors through the Resolution dated June 28, 1963 and amended on November 26, 1991.

ARTICLE II. GENERAL

All meetings and proceedings of the Advisory Committee shall be in accordance with applicable statutes governing public entities, including but not limited to, the Ralph M. Brown Act and the Public Records Act.

ARTICLE III. PURPOSE

The Advisory Committee shall have no decision making authority but will provide advice and recommendations to the Board of Supervisors, through the Public Works Services Committee, on matters relating to:

1. The technical operation of the Sutter County Airport;
2. The general vision for future development of the Sutter County Airport;
3. Technical information for promotion of general aviation; and,
4. General improvements needed at the Sutter County Airport.

The Advisory Committee shall not review, participate or provide recommendations as a committee on administrative actions such as the setting of rates or lease conditions at the Sutter County Airport.

ARTICLE IV. MEMBERSHIP

The Advisory Committee shall consist of eleven (11) regular members.

Each member of the Board of Supervisors for the County of Sutter shall appoint two members of the Advisory Committee. These members shall serve as volunteers at the pleasure of the appointing Supervisor and each term shall run concurrent with that of the respective appointing Supervisor. If a newly appointed Supervisor does not appoint a new member the current members will remain as a member until such time the serving Supervisor makes a new appointment. The City Council of Yuba City shall appoint one (1) member of the Advisory Committee.

Persons appointed to serve as members shall not be required to reside in the District represented by the appointing Supervisor, but must be a County of Sutter resident. Members shall, at a minimum, be one of the following: 1) an owner of an aircraft; 2) a pilot; or, 3) a mechanic at the Sutter County Airport.

The Advisory Committee may recommend the removal of any member for conduct contrary to the interests of the committee or for nonattendance. Vacancies shall be filled in the same manner as original appointments to the Advisory Committee.

ARTICLE V. ELECTED OFFICERS

A. Officers

The elected officers of the Advisory Committee shall be a Chair, Vice Chair and a Secretary.

The Chair shall preside over all Advisory Committee meetings. The Vice Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. In the event that both the Chair and the Vice Chair are unable to attend any meeting, those in attendance shall select a member to serve as Acting Chair for the meeting.

The Secretary shall record the minutes for those meetings which are not recorded by county staff.

B. Election of Officers

All officers shall be nominated and elected from the active membership at the first meeting of each calendar year and shall serve one year or until their successors have been elected. The nominee receiving the highest number of votes at that meeting shall be elected. All officers shall take office at the end of the meeting at which they are elected.

ARTICLE VI. MEETINGS

A. Frequency:

Meetings shall be held at 4:00 p.m. on the third Wednesday of January, April, July and October. Special meetings may be called by the Chair as needed to transact the work of the Advisory Committee.

B. Quorum

Six (6) members of the Advisory Committee in attendance at a meeting shall constitute a quorum for the purposes of transacting business of the Advisory Committee. .

C. Agenda

Members may propose agenda items to the Chair. The Chair shall provide agenda topics to supporting County staff at least 2 weeks prior to a meeting.

D. Votes

Each member shall have one (1) vote on any matter before the Advisory Committee. Recommendations of the Advisory Committee shall be by a majority vote of regular members of the Advisory Committee. All voted actions of the Advisory Committee shall be recorded and kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors.

E. Conflicts of Interest

Neither the Advisory Committee nor any of its members shall consider, make, or participate in making any decision in which any member has a direct or material financial interest.

F. Public Works Staff Participation

The Sutter County Public Works Department shall provide staff to attend and assist in the preparation of minutes for up to four (4) meetings per year. The minutes for any special meetings shall be prepared by the Advisory Committee Secretary.

ARTICLE VII. REVISIONS TO THESE BYLAWS

Bylaws may be amended at any time by the Board of Supervisors. Committee members may recommend changes to the Bylaws to the Committee. If a majority of the Committee determines that a revision to the bylaws is in the best interest of the County, they may recommend a revision to the Board.

ARTICLE VIII. COMPLIANCE WITH THE CALIFORNIA POLITICAL REFORM ACT

The Advisory Committee shall operate in compliance with the Political Reform Act of California (Act) as amended January 1, 2001.