

HOLLISTER AIRPORT ADVISORY COMMISSION

AMENDED November 20, 2023

BYLAWS

ARTICLE 1- THE COMMISSION

- Section 1. Name: The name of this body is the “Hollister Airport Advisory Commission of the City of Hollister”.
- Section 2. Composition: The Advisory commission shall be composed of five members. Each member of the City Council and Mayor shall nominate one member of the Airport Advisory Commission, subject to the approval of the City Council.
- Section 2.5 Residency: At least three members appointed by individual Council Members must be residents of the City of Hollister, with no more than two members being residents of the County of San Benito who can represent the Hollister Municipal Airport. Priority shall be given to applicants residing within City limits, and if no applicant exists, then the City Council may consider applicants that are residents of the County of San Benito.
- Section 3. Term of Office: The term of office of the members of the Airport Advisory Commission appointed by individual Council Members shall be the same as the term of the appointing Council Member. Any vacancy in the membership of the Airport Advisory Commission shall be filled for the unexpired term using the same nomination and approval process as the original appointment.
- Section 3.5 Vacancy: Any vacancy by a member appointed by a council member shall be filled by the council member whose district the member represents. Applicants from another district may be appointed if there are no applicants from the Council Member's district. If no applicant exists that resides within City limits, then the City Council may consider applicants that are residents of the County of San Benito. Any vacancy by a member appointed at large shall be filled by nomination of the mayor. All nominations for appointment are subject to the approval of the City Council.
- Section 3.7 Removal from Office: Each commission member serves at the pleasure of the Council Member who appointed them, and the Commission Member may be removed at any time, with or without cause.
- Section 3.8 Attendance Policy: Commissioners are expected to attend all meetings of the Commission. Attendance and ongoing participation are critical to the Commission's success. Any member of the Commission who has two (2) unexcused absences during a regular meeting, special meeting, or

commission- sanctioned events within one calendar year shall constitute an automatic resignation. Attendance records shall be kept and members shall be informed by letter when he or she has reached two absences from regular meetings, special meetings or commission sanctioned events. Absences will be deemed as excused and recorded in the minutes if the Chairperson or City Staff is notified of the Commissioners absence.

Section 3.9 Resignations: A Commissioner wishing to resign prior to expiration of the Commissioner's term shall submit to the City Clerk a written resignation which states the effective date of the resignation. If said written resignation fails to state the date the resignation shall be effective, then resignation shall be effective upon receipt of the written resignation by the City Clerk. In the event that a Commissioner states verbally or in any other form that the Commissioner is resigning but fails to provide to the City Clerk said written resignation notice, then resignation shall be effective upon adjournment of the next regularly scheduled Commission meeting, or upon the expiration of 31 calendar days, whichever is soonest.

Section 4. Duties of the Commission:

- a. Act as an advisory agency to the City Council on all aviation and airport matters; communicate written and oral recommendations pointed them.
- b. Study and consider long range plans for the development and improvement of the Hollister Municipal Airport, giving due regard to the City General Plan, the Airport Master Plan, and the needs of the citizens of Hollister and the airport community.
- c. Study and recommend on matters relating to airport improvements, including methods of financing and lease arrangements.
- d. Review and recommend on special permits and proposals that deviate from the adopted Airport Master Plan.
- e. Perform other related duties as directed by the City Council.

ARTICLE II – OFFICERS

Section 1.1 Titles: The offices of this Commission are Chairperson, Vice-Chairperson, and Executive Secretary.

Section 1.3 Chairperson: The Chairperson will preside at meetings of the Commission. Serve for a term of one year, limited to two consecutive terms of office.

Section 1.5 Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson will preside at meetings of the Commission. In the absence of

both the Chairperson and the Vice-Chairperson, if enough commission members are present to constitute a quorum (3), the member present shall designate an Acting Chairperson for the meeting. Serve for a term of one year, limited to two consecutive terms of office.

Section 1.6 Communication with Staff: Commission members are encouraged to communicate directly with the City Manager or Designee regarding ideas, future plans, current activities, and problems at the airport. All requests requiring utilization of staff time must be approved by the City Manager.

Section 1.7 Executive Secretary: The City Manager or Designee is the Executive Secretary of the Commission and will carry out the administrative details of the Commission, including keeping records of Commission meetings, acting Secretary at all meetings of the Commission, recording all votes, preparing the agenda and minutes of Commission meetings, serving as technical advisor to the Commission, and at the direction of the City Manager providing necessary research and fact finding services.

Section 2. Election of Officers: Annually, at the regularly scheduled February meeting the Commission will elect from among its members a Chairperson and Vice- Chairperson to serve for a term of one year. These positions are limited to two consecutive terms of office.

Section 2.5 Vacancy of Chairperson or Vice Chairperson: If the office of Chairperson or Vice- Chairperson becomes vacant, the Commission will elect a successor from its membership at the next regular meeting, and such election will be for the unexpired term of the office.

ARTICLE III – MEETINGS

Section 1. Meeting Time and Place: Regular Airport Commission meetings are held at 6:00 P.M., on the fourth Wednesday of each month, in the Council Chambers of City Hall, 375 Fifth Street, Hollister, California.

Section 1.3 Alternate Meeting Times: Alternate meeting times and places are acceptable as long as public notice is given in accordance with the provisions of the Brown Act and other applicable laws.

Section 1.5 Meeting Cancellation: Meetings shall be cancelled if there is not sufficient business to discuss or if a quorum of the Commission cannot be present at the meeting.

Section 2. Special Meetings: Subject to the provisions of the Brown Act and other applicable laws, special meetings may be held. Only those matters listed in the notice of special may be discussed at the meeting.

Section 3. Quorum: Three (3) Commissioners constitute a quorum for the transaction of business. Action shall require a simple majority vote of those present who are not excluded from voting.

Section 4. Order of Business: At the regular meetings of the Commission business will be conducted in the following order:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Verification of Agenda Posting
- e. Public Input
- f. Consent
- g. Commission Business
- h. Staff & Commissioner Reports
- i. Adjournment

Section 5. Manner of Voting: Voting on matters coming before the Commission will be by voice unless a roll call vote is requested by a Commission Member or the Executive Secretary.

Section 6. Rules of Order: Robert's Rule of Order will govern those aspects of Commission proceedings not specifically provided by these bylaws, the Brown Act or any other applicable state or local law.

Section 7. Setting of Agenda Items: Commission Members may submit items to be placed on the agenda. Request must be given to the Executive Secretary ten (10) business days prior to the meeting date.

Section 7.5 Public Input: Any person wishing to speak on matters within the subject matter jurisdiction of the Commission must fill out a speaker's card prior to addressing the Commission.

Section 8. Agenda: An agenda will be prepared by the Executive Secretary and will be adhered to with the exception that items may be taken out of order for the convenience of those in attendance. The agenda will be posted and distributed to interested parties at least 72 hours in advance of all regular Commission meetings.

The Hollister Airport Advisory Commission will operate its meeting pursuant to the Ralph M. Brown Act, Government Code, §§ 54950 et seq., and 54954.2, subdivision (b) (1) and (2) Agenda requirements; Regular meetings (b) Notwithstanding subdivisions (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any items pursuant to this subdivision, the legislative body shall publicly identify the item. (1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5. (2) Upon a determination by a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and the

need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

Section 9. Procedure: The bylaws may be amended by the Commission with such request approved by a majority of the Commission at a regular or special meeting provided that written notice of such amendment was given to Commissioners at least three (3) days prior to the meeting. Upon a successful vote, the proposed amendment shall be presented to the City Council for ratification at the next regularly scheduled Council Meeting.