

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

- ARTICLE 1** - **ADMINISTRATION AND GOVERNANCE**
PART 1.2 - **ADVISORY COMMITTEE**
SECTION 1.21 - **AUTHORITY ADVISORY COMMITTEE**
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PURPOSE: To establish a policy for the governance of the Authority Advisory Committee in its role of assisting the Authority to plan and develop airport facilities for the County of San Diego.

Cal. Pub. Util. Code §170054 of the San Diego County Regional Airport Authority Act provides: (a) The authority shall form an advisory committee to assist it in performing its responsibilities related to the planning and development of all airport facilities for the County of San Diego, including the airport activities and operations of the United States Department of Defense. In selecting members for the committee, the authority shall include persons knowledgeable about airport management, passenger and freight air transportation operations and economic, general aviation, the natural environment, regional economic development business, including the technology sector of the economy.

(b) To the extent feasible, the advisory committee shall include representatives from the Department of Transportation, local public transit authorities, local governments, the campuses of the University of California and the California State University in the region, the United States Department of Defense, bi-national business, San Diego Unified Port District, San Diego International Airport neighboring communities, tourism and other groups and residents of San Diego County.

(c) When forming the advisory committee, the authority shall make its selections for membership from individuals representing all elements of the County of San Diego.

DEFINITIONS:

- (1) **Advisory Committee.** The Airport Advisory Committee as defined by Cal. Pub. Util. Code §170054.
- (2) **Authority.** The San Diego County Regional Airport Authority.
- (3) **Board.** Board of Directors of the Authority.

POLICY STATEMENT:

- (1) **Membership.** The Advisory Committee shall have representatives from each of the eleven (11) areas of experience and knowledge specified in §170054 of the Authority Act, but may have such additional members as the Board, in its discretion, may approve. Authority Board Members (limited to no more than four (4) Board Members) may participate on the Advisory Committee as ex-officio members.
- (2) **Appointments.** The Board shall make or ratify all appointments of members to the Advisory Committee. The Board may use one or more of its standing committees to nominate and propose appointments to the Advisory Committee.
- (3) **Vacancies.** Vacancies on the Advisory Committee shall be filled by the Board as they occur. Interim replacement appointments to fill vacancies may be made by the Board Chair, but to remain effective must be ratified by the Board at its next meeting.
- (4) **Term of Members.** The term of each member's appointment to the Advisory Committee shall be for three (3) years, commencing from the date of the Board's action approving or ratifying the appointment.
- (5) **Chair/Vice Chair.** The Chair, First Vice Chair, and Second Vice Chair of the Advisory Committee shall be elected by a quorum of the Advisory Committee annually in February or at such earlier time as a vacancy may occur. The First Vice Chair or Second Vice Chair, as necessary, shall conduct meetings in the absence of the Chair. In the absence of the Chair, First Vice Chair and Second Vice Chair at any scheduled meeting, provided a quorum of Advisory Committee members are present, said members present shall elect a chair *pro tempore* to preside for that meeting. A Board Member or the President/CEO, if attending with the quorum present, shall call the meeting to order and preside during such election of a chair *pro tempore* and, following the election, shall immediately turn control of the meeting over to the chair *pro tempore*.
- (6) **Attendance.**
 - (a) Advisory Committee members are encouraged to attend all Advisory Committee meetings. Roll call shall be taken at the beginning of the meeting to determine the members present. Voting members shall be seated collectively in order for the public to recognize them as such. Non-voting alternates in attendance, if any, may participate in Advisory Committee discussions but shall not be authorized to vote on any item or matter.
 - (b) If an Advisory Committee member fails to attend three consecutive Committee meetings, a letter will be sent to said member, to the other Committee members, and to the members of the Authority Board concerning the absences.

- (7) **Removal of Members.** The Board, in its sole discretion, may act to remove any member from the Advisory Committee upon advanced written notice to said member. Grounds for removal include, but are not limited to lack of attendance, one or more conflicts of interest, disruptive behavior, violation of the law or the Authority's codes or policies, ethical considerations, actions by the member not in the best interest of either the Advisory Committee or the Authority.
- (8) **Quorum.** For the conduct of business and to constitute a quorum, the Advisory Committee must have physically present a majority of all of its members. A quorum shall be required for the conduct of any and all business of the Advisory Committee.
- (9) **Voting.** Members shall vote on all Advisory Committee actions. A simple majority of the quorum of members constitutes approval. There shall be no secret ballots or votes by the Advisory Committee. All votes shall be taken in public.
- (10) **Compensation.** Members of the Advisory Committee shall not be monetarily compensated for their participation.
- (11) **Meetings.** Advisory Committee meetings shall normally be held on Fridays. Meetings, however, may be called at any time by the Chair of the Advisory Committee, by the Board Chair, or be set by action of the Board. Robert Rules of Order, Newly Revised, shall govern parliamentary procedure at all meetings.
- (12) **Committee Recommendations:** All recommendations from the Advisory Committee shall be presented to the SDCRAA Board for review and consideration. No action will be taken on the day recommendations are submitted to the Board; However, if at any time the Board wants to bring back the recommendation for further review and consideration it will be placed on the agenda. The Board shall notify the committee of any decisions regarding their recommendations.
- (13) **Ralph M. Brown Act and the California Public Records Act.** The Advisory Committee, including each of its members and all of its meetings, shall be subject to the provisions of the Ralph M. Brown Act ("Public Meeting Law") and the Public Records Act. [Cal. Gov. Code § 54950 *et seq.* and Cal. Gov. Code § 6254 *et seq.*]
- (14) **Working Groups & Subcommittees.** The Advisory Committee and the Board shall have the authority to form *ad hoc* working groups and standing subcommittees to accomplish specific tasks. Each may appoint members and alternates to serve on these bodies. Upon completion of a task or assignment, the applicable *ad hoc* working group or standing subcommittee shall disband. Standing subcommittees to carry out continuing functions, when appointed by the Board, are subject to the provisions of the Brown Act.

[Amended by Resolution No. 2007-0084 R dated July 5, 2007.]

[Adopted by Resolution No. 2005-0016 dated February 7, 2005.]