

APPROVED

10/13/15

Twin County Airport Committee Bylaws

**Article I
Name/Purpose**

- A. The name of the Committee shall be the Twin County Airport Committee.
- B. The purpose the Twin County Airport Committee is act as an advisory committee for the airport and to offer recommendations to the County Board for considerations pertaining to the operation, budget, personnel and all other aspects and issues associated with the Twin County Airport.

**Article II
Members**

- A. The Twin County Airport Committee will consist of three (3) Menominee County Board of Commissioners members. The Commissioners will be appointed for a one year term.
- B. Voting
 - 1. All members who are present shall vote whenever the question is put forth by the chair.
 - 2. If there is an appearance of a conflict of interest, the Commissioner shall so state before a vote is called for. No member may **ABSTAIN** from voting "yes" or "no".

**Article III
Officers**

- A. The officers of the Twin County Airport Committee shall be the Chairperson and Secretary.
- B. The term of office shall be for one year. The individual may succeed her/himself.
- C. Candidates for these offices shall be nominated from the floor at the first meeting of the year (year is defined as January 1st to December 31st). It shall take a simple majority vote of the Committee to elect. Voting for the Chairperson shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall take place. After the recess the presiding chair of the meeting will ask each nominee if the wish their name to remain in nomination. Another random roll call vote and the above process continued until one nominee obtains a simple majority. The nomination and election for secretary shall take place after the selection of a Chairperson. The voting shall be by random roll call vote. Should a simple majority not be obtained by any nominee, a five minute recess shall be called. After the recess the Chairperson will ask each nominee if they wish their names to remain in nomination. Another random roll call vote shall be taken and the above process continued until the secretary is selected.

Article IV
Duties of Officers

- A. Chairperson shall preside over and conduct all meetings of the Committee. The Chairperson will be responsible for the preparation of the meeting agendas with cooperation from the Menominee County Administration Office. Except for those powers and duties prescribed to the Chairperson by the County Board and the above mentioned duties, the Chairperson has no power to act on behalf of the committee unless the committee specifically grants that power.
- B. Secretary (or designee) shall attend all meetings of the Committee and shall record meeting minutes. The Secretary shall be responsible for sending all meeting minutes to the Menominee County Administration Office to be placed on file. In the absence of the Chairperson the Secretary shall assume the duties of the Chair.

Article V
Meetings

- A. The Twin County Airport Committee is only an advisory committee and all final decisions pertaining to but limited to the operations, personnel, buildings and grounds, and policy and procedures will be determined by the Menominee County Board of Commissioners.
- B. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year. The Twin County Airport Committee will meet once a month.
- C. Special Meetings will comply with the Michigan Open Meetings Act (MCL 15.261). Reason for a Special Meeting is to deal with important matters that may arise between regular meetings and requires actions before the next regular meeting. Special Meetings of the Committee shall be held only when two members of the Committee request a special meeting. The Special meeting will be posted at least eighteen (18) hours before the time of the meeting. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least eighteen (18) hours prior to the time of the meeting.
- D. A majority of the members of the Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise during the meeting of the committee shall be determined by the votes of the majority of the members present.
- E. Minutes will be recorded by the Secretary. The names and votes of members shall be recorded on an action which is taken by the Twin County Airport Committee if the action is on an ordinance, resolution or appointment or election of an officer. A record which is made pursuant to this section shall be available for public inspection.

Article VI
Parliamentary Authority

- A. The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

Article VII
Amendment of Bylaws

- A. The following bylaws may not be suspended.
- B. These bylaws, rules regulations and policies shall remain in effect until properly amended.
- C. These bylaws may be amended at a regular meeting of the Menominee County Board of Commissioners by a 2/3 majority vote of the County Board.

The Twin County Airport Committee Shall follow all Bylaws (not addressed here) as set forth by the Menominee County Board of Commissioners.

Twin County Airport Committee Rules

- R15-1 The Order of Business shall be as follows:
1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of Agenda
 5. Approval of Previous Minutes
 6. Public Comment (pertaining to agenda items only, limited to 5 minutes)
 7. Presentations (limited to 20 minutes)
 8. Business
 9. Public Comment
 10. Commissioner Comment
 11. Adjournment
- R15-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion (s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.
- R15-3 Committee Members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging at the Menominee County Board of Commissioners rate stated in the bylaws of the County board. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed the rate listed in the current bylaws of the Menominee County Board of Commissioners. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual cost shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.
- R15-4 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's Office.
- R15-5 Dissemination of Information. It shall be the policy of the Committee that all information pertaining to the business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the County Administrator so that it may be included in the meeting packet. Committee agenda packets will be available to the public three (3) days prior to the meeting date.

- R15-6 Purchasing Policy. The Twin County Airport Committee has no authority to make purchases. Purchases of five hundred dollars (\$500.00) or less can be made by the Airport Manager/Assistant Airport Manager. Any purchases greater than five hundred dollars (\$500.00) and up to five thousand dollars (\$5,000.00) the County Administrator must approve. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees, ~ Purchasing Guidelines (P91-4).
- R15-7 Credit Card Policy – Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees ~ Credit Card Policy P98-3.
- R15-8 Committee Communications. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee’s Chairperson or the County Administrator.
- R15-9 Public Comment. It shall be the policy of the Committee that all meetings of the Committee come under the jurisdiction of the Michigan Open Meetings Act that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available on the Menominee County website at www.menomineecounty.com.
- R15-10 Committee Member Compensation – Compensation will follow Menominee County Board of Commissioners compensation structure and rules.

NOTE: The Twin County Airport Committee shall follow all rules (not addressed here) as set forth by the Menominee County Board of Commissioners. Please refer to the Menominee County Bylaws, Board Rules, County Policies, and Charter of Standing Committees.

Twin County Airport Committee Charter

The Twin County Airport Committee is an advisory committee with the purpose of providing advice, direction and recommendations to the Airport Manager/Airport Assistant Airport Manager, County Administrator and the Menominee County Board of Commissioners. The Committee has no final authority or responsibility for final policy making or administration.

Responsibilities of the Twin County Airport Committee are as follows:

1. Recommend objectives and goals of the Twin County Airport
2. Recommend rules and policies governing the Twin County Airport
3. Recommend annual and long term financial plans
4. Recommend establishing and maintaining an effective public relations program
5. Recommend establishing and maintain an effective public use program
6. Recommend short-term and long-term planning necessary to develop and maintain facilities and services to meet the needs of the county.
7. Encourage economic development within the Twin County Airport
8. Recommend a Twin County Airport fee structure
9. Act as a mediator between citizens and management disputes
10. Receive public input on the Twin County Airport
11. Annually recommend revisions to the Twin County Airport Capital Improvement Plan
12. Work with the aeronautic engineering firm to determine capital projects and maintenance schedules.
13. Review the Financial of the Twin County Airport

The Twin County Airport Committee shall follow all Charters, rules and policies and Bylaws as set forth by the Menominee County Board of Commissioners.