

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA,
~~CONCERNING THE AMENDING THE~~ BY-LAWS OF THE
VENTURA COUNTY AVIATION ADVISORY COMMISSION**

WHEREAS, the Ventura County Board of Supervisors has adopted ~~B~~by-laws for the Ventura County Aviation Advisory Commission; and

WHEREAS, the Board of Supervisors wishes to amend those ~~B~~by-laws;

NOW, THEREFORE, ~~IT IS HEREBY BE IT~~ RESOLVED ~~by the Board of Supervisors of the County of Ventura, State of California, as follows~~that the existing Bylaws of the Ventura County Aviation Advisory Commission are hereby repealed;

BE IT FURTHER RESOLVED that the following Bylaws of the Ventura County Aviation Advisory Commission are hereby adopted.

1. The following provisions shall constitute the ~~B~~by-laws of the Ventura County Aviation Advisory Commission:

**ARTICLE 1
NAME**

The Commission shall be called "The Ventura County Aviation Advisory Commission" hereinafter referred to as "Commission". The Commission shall be subordinate to, and directly accountable to, the Ventura County Board of Supervisors, hereinafter referred to as "Board".

**ARTICLE 2
MEMBERSHIP~~PURPOSE~~**

~~The Commission shall advise the Board on matters pertaining to the County owned airports, and on matters of promotion and advancement of the orderly development of air transportation in Ventura County. The Commission shall advise the Department of Airports on technical and operational matters pertaining to the airports. The Commission from time to time may seek information from airport users, lessees, the general public, and agencies of the Federal, State, and local government on County airport operational and administrative matters and on air transportation concerns in general for the purpose of formulating recommendations to the Board. It shall, be the purpose of the Commission to act in an unbiased manner, representing the people of Ventura County, the users of County airport facilities, and all those directly concerned with aviation activities. The Commission in its deliberation shall consider in all matters the socio-economic-environmental effects of its actions, decisions, and recommendations.~~The Commission shall be composed of ten (10) Aviation Advisory Commission members (Members). Each supervisor will nominate two candidates who reside within his supervisorial district. Approval of each candidate for membership shall be by a majority vote of the Board. ~~Members of the Commission~~ shall possess a knowledge of aviation matters, and have some experience in administrative proceedings. Members must be reasonably free to

attend the regular meetings, and on occasion to serve on committees requiring additional time. In the event a ~~M~~member has been absent for three consecutive meetings without an excused absence, the Chair~~m~~an may request the Board to remove the ~~M~~member and to appoint a replacement to fill the vacancy.

Members must complete AB 1234 Ethics Training within one year from the first day of service and every two years thereafter. In addition to AB 1234 Ethics Training, Members must also educate themselves on, and must comply with, the provisions of the California Political Reform Act of 1974, as may be amended from time to time (Gov. Code, § 81000 et seq.; Title 2, California Code of Regulations, § 18110 et seq.) and Government Code section 1090, et seq. Individual Members must seek their own legal counsel on conflict-of-interest questions that arise in the conduct of their duties.

ARTICLE 3 COMPENSATION~~DUTIES AND RESPONSIBILITIES~~

~~The Commission's primary duty is to act in an advisory capacity to the Board. The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action. The Commission shall not take any action or conduct any activity which is inconsistent with these Bylaws. Except for urgency and emergency matters and any other matters requiring immediate action by the Board, all matters concerning the County airports or the air transportation system within Ventura County requiring Board action shall first be referred to the Commission for its study and consideration prior to submission to the Board for action. Department of Airports staff shall provide assistance, including obtaining legal and other technical assistance, necessary in the development of information required by the Commission in formulating its recommendations. The Administrator, Department of Airports, may request the Commission to review and to make recommendations on matters under its jurisdiction which would normally not require Board action or approval. All disputes with the Commission's decisions, or recommendations counter to those of the Commission by County staff, the public, or other parties of interest shall be referred to the Board for consideration. The Commission shall, at all of its meetings, set aside time for public comment and input on the matters at hand. It shall hear all complaints, suggestions, and viewpoints from airport users, lessees, and parties of interest. The Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters brought before it. The Commission may hold public hearings when necessary to serve the public interest. Correspondence containing representations and/or recommendations of the Commission being sent to the Board, individuals of the public, or other agencies of the County shall first be approved by a majority vote of the Commission, and such materials shall be transmitted under the signature of the Chairman of the Commission or his designee. Correspondence containing County policy or representations being sent to Federal, State or other non-county agencies shall be sent to the Board for approval and signature. No compensation shall be paid for serving as a member of the Commission. Commissioners~~
~~Members of the Commission~~ may be reimbursed out-of-pocket costs for expenses incurred on Commission business when previously approved by the Commission and the Board and when funds for expense reimbursement have been approved by the Board ~~of Supervisors~~ in the operational budget or otherwise.

ARTICLE 4

TERMMEMBERSHIP

~~The Commission shall be composed of ten (10) members. Each supervisor will nominate two candidates who reside within his supervisorial district. Approval of each candidate for membership shall be by a majority vote of the Board. Members of the Commission shall possess a knowledge of aviation matters, and have some experience in administrative proceedings. Members must be reasonably free to attend the regular meetings, and on occasion to serve on committees requiring additional time. In the event a member of the Commission has been absent for three consecutive meetings without an excused absence, the Chairman may request the Board to remove the member and to appoint a replacement to fill the vacancy.~~ Commissioners shall be appointed to serve on the Commission for a term which is concurrent with the nominating supervisor's term of office. The term of a Commissioner shall immediately terminate at the end of the nominating supervisor's term of office.

ARTICLE 5

PURPOSECOMPENSATION

~~No compensation shall be paid for serving as a member of the Commission. Members of the Commission may be reimbursed out-of-pocket costs for expenses incurred on Commission business when previously approved by the Commission and the Board and when funds for expense reimbursement have been approved by the Board of Supervisors in the operational budget or otherwise.~~ The Commission shall advise the Board on matters pertaining to the County owned airports (Airports), and on matters of promotion and advancement of the orderly development of air transportation in Ventura County.

The Commission shall advise the Director of the Department of Airports (Airports Director) or designee on technical, ~~and~~ operational, financial, and policy matters pertaining to the Airports.

The Commission from time to time may seek and receive information from Airport users, lessees, the general public, and agencies of the ~~f~~Federal, ~~s~~State, and local government, on County airport operational and administrative matters and on aeronautical~~air transportation~~ concerns in general for the purpose of formulating recommendations to the Board.

It shall be the purpose of the Commission to act in an unbiased manner, representing the people of Ventura County, the users of ~~County A~~irports ~~s~~ facilities, and all those directly concerned with aviation and Airport activities.

The Commission in its deliberation shall thoughtfully consider, in all matters, the social-economic, and -environmental effects of its actions, decisions, and recommendations.

ARTICLE 6

DUTIES AND RESPONSIBILITIESOFFICERS

~~The Commission shall select from its membership a Chairman, and a Vice-Chairman. Each shall serve for one calendar year beginning on the first meeting in January. The Chairman shall be responsible for conducting the meetings and may be guided by Robert's Rules of Order, Revised. The Director of the Department of Airports shall act as the Commission's Administrative Secretary. The Administrative Secretary shall be directly responsible to the Chairman and the Commission for the administrative and secretarial needs of the Commission. From time to time the Chairman will assign members to committees for purposes of special studies and pursuits. Each committee will be headed by a committee chairman. The committee chairman shall be responsible to the Commission for carrying out its assigned task.~~ The Commission's primary duty is to act in an advisory capacity to the Board.

~~The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action. The Commission shall not take any action or conduct any activity thatwhich is inconsistent with these Bby-laws.~~

The Commission shall have the responsibility to review and research information and to formulate recommendations to be sent to the Board for consideration and action.

Except for urgency and emergency matters and any other matters requiring immediate action by the Board, all matters concerning the County Aairports or the air transportation system within Ventura County requiring Board action, shall first be referred to the Commission for its study, ~~and consideration,~~ and recommendation or advice prior to submission to the Board for action.

Relationship to the Camarillo and Oxnard Airport Authorities (Authorities) – the Commission is not subordinate or accountable to the Authorities. When requested by the Airports Director, the Commission may make recommendations to the Board, Airports Director, or both on matters under consideration by the Authorities.

When the Commission makes a recommendation to the Board, Airports Director, or both, the Commission may also communicate that recommendation to the Authorities in writing or via an oral report to the Authorities.

Department of Airports staff shall provide assistance, including obtaining legal and other technical assistance, necessary in the development of information required by the Commission in formulating its recommendations.

~~The Administrator, Department of Airports, On matters not requiring Board action or approval, the Airports Director may request the Commission to review and to make recommendations to the Board, Airports staff, or both, on matters under the Commission's its jurisdiction, including, but not limited to the following~~which would normally not require Board action or approval:-

- a) Airport and aviation related noise and environmental issues
- b) Airspace issues affecting the Airports and the residents of Ventura County
- c) Land use issues that impact the operation of the Airports (on & off the Airports)

- d) Issues related to the County's Airport Land Use Commission (ALUC)
- e) Issues affecting all other airports and helipads located within the county
- f) A policy, rule, or regulation, applicable to the public generally and related to the Airports and aviation proposed by the Airports Director or the Board.
- g) Initiatives and actions proposed by the Camarillo Airport Authority, the Oxnard Airport Authority, or both.
- h) Special events proposed to occur on the Airports, or in the general vicinity of the Airports, that might affect their operation or have an impact on the communities in the vicinity of the Airports
- i) Proposed initiatives and actions by the Airports staff that affect the Airports or the communities in the vicinity of the Airports.

Disputes

~~All disputes with the Commission's decisions, or recommendations counter to those of the Commission by County staff, the public, or other parties of interest. If Airports staff wishes to dispute a Commission recommendation Airports staff shall may be referred the matter~~ -to the Board for consideration.

~~The Commission shall, at all of its meetings, set aside time for public comment and input on the matters at hand. It shall hear all complaints, suggestions, and viewpoints from airport users, lessees, and parties of interest. The Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters brought before it. The Commission may hold public hearings when necessary to serve the public interest.~~

Correspondence

Correspondence containing representations and/or recommendations of the Commission being sent to the Board, individuals of the public, or other agencies of the County, shall first be approved by a majority vote of the Commission, and such materials shall be transmitted under the signature of the Chair~~man~~ of the Commission or his designee.

Correspondence containing County policy or representations intended to be sent to ~~f~~Federal, ~~s~~State or other non-county agencies, shall first be sent to the Board for approval and signature.

ARTICLE 7 OFFICER~~TERM~~

~~Commissioners shall be appointed to serve on the Commission for a term which is concurrent with the nominating supervisor's term of office. The term of a Commissioner shall immediately terminate at the end of the nominating supervisor's term of office.~~ The Commission shall select from its membership a Chair~~man~~, and a Vice-Chair~~man~~. Each shall serve for one calendar year beginning on the first meeting in January. The Chair~~man~~ shall be the Presiding Officer responsible for conducting the Commission meetings and ~~shall may~~ be guided by Robert's Rules of Order, ~~Revised~~ as may be revised from time to time.

The ~~Administrator of the Department of~~ Airports Director shall act as the Commission's Administrative Secretary (Secretary). The ~~Administrative~~ Secretary shall be directly

responsible to the Chair~~man~~ and the Commission for the administrative and secretarial needs of the Commission.

From time to time, the Chair~~man~~ ~~may~~will assign ~~members up to four Commissioners to an ad hoc committees~~ for purposes of special studies and pursuits. An ad hoc committee shall not be comprised of a quorum of the Commission. Each ad hoc committee will be headed by a committee chair~~man~~. The committee chair~~man~~ shall be responsible ~~to the Commission~~ for carrying out its assigned task. An ad hoc committee shall be dissolved after the completion of its task or achievement of its objective.

ARTICLE 8 **MEETINGS**

Ralph M. Brown Act

Commissioners must comply with the Ralph M. Brown Act (Brown Act) which governs open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the California Government Code.

Frequency of Meetings

The Commission shall hold meetings once each month at a time and place selected by a majority vote of the Commission. Meetings shall be open to the public. Meetings may be cancelled only on approval of the Chair~~man~~ or in the Chair's absence, the Vice Chair.

Meeting Agenda

The ~~Administrative~~ Secretary shall prepare and publish the agenda for each meeting, and have it distributed to ~~Commission-M~~members and all interested parties after it has been approved by the Chair~~man~~ or ~~his~~ designee.

Powers and Duties of Presiding Officer

The Chair shall act as the Presiding Officer and shall preserve order at all meetings of the Commission. In the absence or unavailability of the Chair~~man~~, the Vice-Chair~~man~~ shall assume all duties and responsibilities of the Chair~~man~~. In the absence of both officers, the next most senior ~~Commissioner~~member in terms of service on the Commission, shall assume the duties and responsibilities of the Chair~~man~~.

Quorum Required

No action shall be taken except by a majority of a quorum of the Commission. A quorum shall exist when at least five (5) Commissioners are present.

Public Participation

The Commission shall, at all of its meetings, set aside time for public comment and input related to matters within the jurisdiction of the Commission. Persons wishing to address the Commission regarding items on the agenda must submit a Request to Speak form to the Secretary prior to public discussion of the item. Members of the public may address the Commission on matters not on the agenda by submitting a Request to Speak form to the Secretary prior to the commencement of public comment. The Commission shall allow public comment prior to acting on an agenda item. It shall allow all complaints, suggestions, and viewpoints from Airport users, lessees, and parties of interest. The

Commission shall give fair, open-minded consideration to public comment and make its dispositions public in all matters on the agenda.

Voting

Voting shall normally take place by voice vote unless ballot vote is requested by any one ~~M~~member. The ~~S~~ecretary shall poll each ~~M~~member and record ~~each Member's his or her~~ vote on all motions acted upon by voice vote, and shall record the results of all ballot votes.

Rules of Debate

Every Commissioner desiring to speak or address the staff shall have ample opportunity to do so and shall confine himself or herself to the question or topic under debate. A Commissioner desiring to speak shall not be interrupted when speaking unless called to order by the Presiding Officer. The Presiding Officer shall determine all points of order except that the Commission members may determine any point of order by majority vote. Members of the public shall not engage in debate with Commissioners, staff or other members of the public.

Rules of Order

Except as otherwise provided herein; the Ventura County Ordinance Code; other rules adopted by the County; or applicable provisions of state law, the procedures of the Commission shall be governed by the latest revised edition of Robert's Rules of Order.

Special Meetings

Special meetings may be called by the Chairman or by regular motion at any time during the open session of a meeting that has been called to order, if approved by the majority vote of a quorum.

When not in session, the Presiding Officer, with the assent of at least one other Commissioner, may call for and set a special meeting by way of a written request to staff, where said meeting shall be held not sooner than 3 business days from staff's receipt of the request. The request, which shall include the reasons for the special meeting and any business which the Commission is to consider, shall be made available to the public along with the meeting agenda in accordance with the Brown Act.

Notice of the time, place, and purpose of any special meeting must be provided 24 hours in advance of the meeting to the general public and individually to all members of the Commission.

Notice of the meeting must be posted in a location freely accessible to the public. The Commission may only consider the business stated in the notification.

Minutes

An accurate records of each regular and special meeting. The Secretary shall be keptt and published, as required by law and County policy, an accurate record of the minutes of each regular and special meeting as appropriate.

ARTICLE 9 AMENDMENTS

These Bylaws may be amended by the Board. Recommendations for amendments to these Bby-laws may be made by the Commission at any time by a majority vote of the full Commission. The number of Mmembers appointed at the time shall constitute the full Commission. ~~Recommended~~ Amendments adopted recommended by the Commission shall be sent to the Board for approval and enactment.

ARTICLE 10.
EFFECTIVE DATE

These Bby-laws shall take effect upon approval. All prior versions of these Bby-laws are hereby repealed.

Upon motion of Supervisor _____, seconded by Supervisor _____, and duly carried, the foregoing resolution was approved on _____, ~~1986~~2020.

By

Chairman, Board of Supervisors

ATTEST:

MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

~~RICHARD D. DEAN, County Clerk, County of Ventura,
State of California, and ex-officio Clerk of The
Board of Supervisors thereof~~

By _____
____ Deputy Clerk of the Board