

STANDING RULES OF THE AIRPORT COMMISSION OF THE CITY OF RIVERSIDE

Pursuant to Section 804 of the Riverside City Charter, the Airport commission hereby prescribes its standing rules and regulations, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection.

1. POWERS, DUTIES AND FUNCTIONS (RMC Section 2.60.030)

There shall be an Airport Commission, which shall have the power and duty to act in an advisory capacity to the city council in all matters pertaining to the administration, operation, development, improvement and maintenance of the Riverside Municipal Airport.

2. MEMBERS (RMC 2.60.010)

- A. Pursuant to Sections 800 and 802 of the Riverside City Charter, and RMC section 2.60.010, the Airport Commission shall be comprised of nine members appointed by the Mayor and City Council.
- B. Appointments to fill unexpired terms on the commission shall be filled in the same manner as original appointments.
- C. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the Commission.
- D. Members who fail to maintain qualified elector status must resign from the Commission or be removed in accordance with Section 802 of the Riverside City Charter.

3. TERM OF OFFICE (Charter Section 802)

- A. The term of office shall be four (4) years. No Member shall serve more than two consecutive full terms. Service of less than one year of an unexpired term shall not be counted as service of one term.
- B. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed.
- C. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the mayor entitled to vote.
- D. Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.
- E. Any member may resign from the Commission by submitting their written resignation to the Mayor and City Council, as well as to the Commission Chair.

4. COMPENSATION; VACANCIES (Charter Section 805)

- A. Members shall serve without compensation for their services on the Commission but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.

- B. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member absents himself/herself from three consecutive regular meetings, unless by permission of the Commission, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Commission has remained vacant for sixty (60) days, the mayor shall appoint a person to fill the vacancy in accordance with section 803 of the Riverside City Charter.

5. OFFICERS (Charter Section 804)

- A. The Commission shall have at least two officers, Chair and Vice-Chair, and such other officers as it deems necessary.
- B. The chair shall preside over all meetings of the Commission and shall have the same rights as other members, except the Chair shall not make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the Commission after such documents have been approved by the Commission, and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Commission.
- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March.
- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
- F. Election of officers shall be conducted in a manner prescribed by the Commission
- G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- H. If the Chair and Vice-Chair are both absent at any meeting of the Commission, the Commission shall elect a Chair Pro Tem who shall perform all the duties of the Chair.

6. MEETINGS

- A. Regular meetings of the Commission shall be held on the second Wednesday of each month at 3:00 p.m. in the Conference Room of the Airport Terminal Building, 6951 Flight Road, Riverside, California, unless otherwise agreed upon in advance by the Commission. Should the second Wednesday fall on a legal holiday, the meeting shall be held on the next City working day.
- B. A special meeting may be called by the Chair or majority of the members of the Commission. Members shall be given at least twenty-four hours notice before notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown act, section 54950 *et seq.* of the California Government Code.

- C. All meetings of the Commission and its standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- D. A majority of all members of the Commission shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- E. Commission meetings may be cancelled by the chair, due to a lack of a quorum or lack of sufficient agenda items.
- F. The City Manager has designated a representative of the Airport Administration to act as secretary for the recording of minutes of the Commission. The minutes shall be kept on file in the Airport Administration and shall be available for public inspection.
- G. The Commission may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary.
- H. All adopted rules, regulations and policies and procedures shall be promptly filed with the City Clerk, and shall bear the signature of the Chair and the date they were adopted.

7. COMMITTEES

- A. The Commission may establish standing committees, which shall consist of any appointed Chairperson and at least two other Commission members.
- B. The Commission may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two other Commission members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

8. REPORT TO THE CITY

The Commission shall present an annual written report of its activities for the past year to the Mayor and City Council.

9. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the Commission by majority vote of the Commission, provided that the notice of such amendment was provided in accordance with the Brown Act.

Respectfully Submitted,


Chairperson

9-24-2015
Date of Adoption