

Bylaws of Griffin-Spalding County Airport Advisory Board

1. ***Adoption of Joint Resolution:*** The Griffin-Spalding County Airport Advisory Board [Board] adopts the Joint Resolution creating the Griffin-Spalding County Airport Advisory Board [Resolution] made and entered into October 27, 1993.
2. ***Board Members:*** There shall be seven (7) board members, three (3) of whom shall be appointed by the City of Griffin [City] and three (3) of whom shall be appointed by the County of Spalding [County] and the seventh member shall be appointed jointly by the City and County. The city and County may each designate one of its members to attend meetings of the Board and serve in the non-voting capacity as a liaison between the Board and their respective government. Such ex-officio members shall not be considered for purposes of determining a quorum of the Board.
3. ***Term of Board Members:*** Appointees shall serve for three years. Appointees to fill the remaining term of Board Members who resign, are discharged, etc. shall be for the remainder of that Board Member's appointment.
4. ***Qualifications of Board Members:*** Board Members shall be taxpayers, residing in the City or County by whom appointed. No member of the Board shall contract to buy from or sell to the Airport any real or personal property, goods, or services, when such purchase or sale would benefit or appear to benefit such member, except after competitive bid thereon.
5. ***Meetings:*** The Board shall hold an annual meeting on the first Thursday in February. The Board shall hold regular meetings at least quarterly on such meeting dates as may be established from time to time. Regular meetings shall be held at the Griffin-Spalding Airport. The Chairman of the Board may, when deemed expedient, and shall, upon request of two members of the Board, call a special meeting, for the purpose of transacting any business designated in the request. At such special meeting, no business shall be considered other than as designated in the request, but if a quorum of all the Members of the Board is present at a special meeting, any and all business may be transacted at such meeting. Meeting notifications shall detail the time, place, and items to be considered by the Board. The Board shall adopt a policy of notification that is in compliance with the Georgia Open Meetings Act. The powers of the Board shall be vested in the Members thereof. A majority of the Members of the Board shall constitute a quorum for the purpose of conducting business of the Board and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Members present. The voting on all questions coming before the Board shall be entered upon the minutes of the meeting. The written minutes shall be the official record of the action taken by the Board. The Secretary shall record minutes of the meeting in a manner that provides a description of the discussion, which occurs at

the meetings of the Board. The minutes shall record the time, place, and attendance of the meetings. The Board may also record the meetings in an audio format, and disseminate such information as established by policy. In the absence of procedural matters not addressed in its Bylaws, Robert's Rules of Order shall govern parliamentary procedures. At the regular meetings of the Board, the following shall be the normal order of business:

- Agenda Review.
- Reading and approval of the minutes of the previous meeting(s).
- Visitor Items.
- Financial Items requiring Board Action.
- Miscellaneous Operations an/or items requiring Board Action.
- Discussion from the Board Chairman.
- Other Business.
- Adjournment.

6. ***Purpose and Function of the Board:*** The role of the Board shall be that of an advisory panel familiar with operations of the Griffin-Spalding County Airport whose function is to periodically give advice and make recommendations to the Airport Manager, City Manager and County Manager on the need for capital improvements, personnel, and airport safety. The Board shall, annually, review the proposed Airport budget for the next fiscal year and make written comment thereon to the City and County on or before June 1 of each calendar year. The Board shall also perform such other duties as may be, from time to time, assigned to them by either the City or County pertaining to the general aviation needs of the community.
7. ***Officers of the Board:*** The officers shall be a Chairman, Vice Chairman, and Secretary. The Chairman shall preside at all meetings of the Board. Except as otherwise authorized the chairman shall sign all instruments of the Board. At each meeting, the Chairman shall submit such recommendations and information as the Chairman may consider proper concerning the business, affairs, and policies of the Board. The Chairman may appoint from time to time Board Members to carry out special functions as approved by the majority of the Board Members. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in such cases of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until the new Chairman is selected. The Secretary shall keep the records of the Board, shall act as Secretary of the meetings of the Board and record the votes, and shall keep a record of the proceedings in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to their office. The officers of the Board shall perform such other duties and functions as may be necessary from time to time. The Chairman and Vice Chairman shall be elected at the annual meeting of the Board from the Members of the Board and shall hold office for one year or until their successors are elected and qualified. The Board shall elect or appoint a Secretary, who need not be a

member of the Board, and who shall become the custodian of all minutes and records of the board. Should the offices of Chairman, Vice Chairman and Secretary become vacant, the Board shall select a successor from its membership at the next regular meeting for the unexpired term of said office.

8. ***Amendments to the Bylaws:*** The bylaws of the board shall be amended only with the approval of two thirds of the members that constitute a quorum of the Board at a regular or special meeting, provided such amendment was stated in the call for the meeting.
9. ***IN WITNESS WHEREOF,*** a majority of the voting members present at the meeting did approve these Bylaws and these Bylaws shall govern the administrative functions of this Board.

By: _____
Chairman/Date

By: _____
Vice-Chairman/Date