

**RULES REGULATING THE PROCEDURES  
OF THE EVERETT STEWART REGIONAL AIRPORT BOARD**

**RULE 1**

**CONVENING OF THE BOARD**

The Board shall normally be held at the Everett Stewart Regional Airport in Union City, Tennessee, or at a site selected by a majority of the airport board on the second Thursday of each month or on a date and time established by the Chairman. Notification to the members of the meetings shall be made by the chairman and/or the airport manager. Special meetings of the Board shall be called by the Chairman or by the majority of the members. The members of the board shall serve without compensation.

**RULE 2**

**QUORUM**

A quorum for the transaction of business shall be a majority of the members of the Board. Vacancies shall not be included in determining the membership of the Board.

**RULE 3**

**ORDER OF BUSINESS**

1. Call to order by Chairman. In the absence of the Chairman the Vice-Chairman shall preside. In the absence of the Chairman and Vice-Chairman the Secretary/Treasurer shall preside.
2. Roll Call
3. In the event there is an item of business which requires a public hearing of any kind, said public hearing shall be held at this point in the order of business. At the conclusion of the public hearing, the meeting will reconvene in regular session of the Board.

Upon reconvening, the order of business shall continue as follows:

4. Reading and approval of minutes
5. Reports – Chairman, Airport Manger, and Committee Reports
6. Unfinished business
7. New Business
8. Miscellaneous announcements and statements
9. Adjournment

## **RULE 4**

### **GENERAL**

- A. **WHO MAY ADDRESS THE BOARD:** It is a member's right to address the Board at any appropriate time after proper recognition by the Chairman. It may be allowable for non-board members to address the Board if there is no objection by the Board or if a majority of the membership vote to allow such participation. The Chairman may set a limit on the time a non-board member may be allowed to speak.
- B. **GAINING THE FLOOR:** In all cases, the member who shall first ask for recognition and address the Chairman shall be entitled to speak first; but when two or more members shall ask for recognition and address the Chairman at the same time, the Chairman shall name the member who shall speak first.
- C. **SPEAKING:** When any member is about to speak in debate, discussion, or deliver any address on any matter whatsoever to the Board, the member shall respectfully address the Chairman and shall, after being recognized by the Chairman proceed with the intended remarks, confining such remarks strictly to the question under debate and avoiding all personalities.
- D. **CONSENT TO YIELD:** While a member is speaking he/she is not to be interrupted, except for a question by another member. If the speaker declines to yield the floor for a question, then he/she shall not be interrupted, but shall yield to questions at the end of the presentation.
- E. **POINTS OF ORDER:** If any member, speaking or otherwise, transgresses the Rules of the Board, the Chairman shall, or any member may, call to order, in which case a member so called to order shall immediately cease speaking. When the point of order has been decided by the Chairman, the member having the floor may proceed, subject to the decision made.
- F. **APPEAL ON RULING:** Any member of the Board may appeal to the Board regarding the ruling of the Chairman and a majority vote of the members present shall decide the appeal.

## **RULE 5**

### **MOTIONS**

- A. **INTRODUCTION AND DEBATE:** Motions may only be made by members. No motion shall be debated until the same is seconded and stated by the Chairman.
- B. **REQUIRING ROLL CALL:** Motions shall be put to the Board by a voice vote or roll call vote, when called for by these rules, by the Chairman; provided however, that any three members of the Board or the member offering the motion may require a roll call by a showing of hands or indicating otherwise. A roll call vote may also be authorized at the discretion of the Chairman. Successful motions require a majority of members voting in order to be adopted.

## RULE 6

### COMMITTEE STRUCTURE OF BOARD

- A. BUDGET AND FINANCE COMMITTEE: This committee shall deal with all fiscal matters of the Board including, but not limited to, budgeting and appropriation of funds, purchasing, study and recommend ways and means of financing airport capital projects.
- B. MAINTENANCE COMMITTEE: This committee shall deal with all matters pertaining to airport real and personal property. This committee shall make recommendations and oversee all construction, purchase, maintenance, renovation and repairs to all airport property including the purchasing, leasing, selling or otherwise deposing of such property.
- C. PERSONNEL COMMITTEE - This committee shall have the duty and authority to consider all matters concerning personnel including a study of job benefits, retirement, sick leave, advancement, hiring policies, job promotion and protection and qualifications for all employees of Everett Stewart Regional Airport.
- D. LEGAL EVALUATION: All committee chairmen shall contact the appointed airport attorney on matters appearing to warrant legal evaluation prior to presentation to the Board.
- E. COMMITTEE JURISDICTION: Should questions arise as to jurisdiction of any committee it shall be referred to the Chairman for determination, subject to an appeal to the Board at its next regular meeting.
- F. COMMITTEE PROCEDURES: The following procedure shall be followed pertinent to committee reports to the full Board and related action:
1. The Committee Chairman or a member designated by him/her shall make the presentation in an open meeting of the Board.
  2. Upon completion of a report the speaker shall yield to questions.
  3. Any items originating in a committee which requires action by the Board shall be handled as a motion or resolution per the procedures heretofore specified.
  4. Each member of the Board shall serve on one or more of the committees listed of this Rule, unless a member chooses not to serve.
- G. OFFICER ELECTION AND DUTIES: Upon election of a Committee, the members of the Committee shall convene and elect a Chairman, Vice-Chairman, and Secretary from its membership and formulate rules for its operation not covered under general regulations pertaining to all committees. If a committee does not carry out the aforementioned requirement within forty-five (45) days the Chairman of the Board shall call the Committee into session before the next regular meeting date of the Board and serve as temporary Chairman until the Committee elects a Chairman and proceeds with its required business. The committee chairman is responsible for adequate and timely public notices of committee meetings. Secretary of the committee is responsible for keeping a record of minutes of all

committee meetings. Such minutes, after approval, must be filed in the Airport Manager's office.

- H. COMMITTEE MEETINGS OPEN TO ALL BOARD MEMBERS: All committee meetings shall be open to the Board membership. Only duly elected members of the committee may be recognized by the Chairman; however non-members of the Committee upon request of a Committee member and an affirmative majority vote of the committee members present may appear before the committee.
- I. AUTHORITY OF COMMITTEE: The role and jurisdiction of a Committee is to investigate and study matters, provide information, and present recommendations to the Board as generally described in the title of the committee and is more specifically defined in the subject areas listed under the title. Requests and recommendations pertaining to the subject areas are to be studied and reviewed by the committee charged with the responsibility for these before being presented to the Board. Any request or recommendations by a committee to the full commission must be passed by a majority of the committee membership.
- J. VACANCIES ON COMMITTEES: Should for any reason one or more members of the committee vacate their position the Board shall fill those vacancies in the same manner as the original members at its next meeting.
- K. REPORT AND REFERRALS: The committee to which a request has been referred shall make a report at the next regular meeting after its referral unless the Board has specified otherwise in its request. It is the responsibility of the Chairman of the Committee to see that this is listed on the agenda.
- L. CALLED MEETING: If for any reason the Chairman of the Committee fails to call a meeting, the Chairman of the Everett-Stewart Regional Airport Board, or any two (2) members of a committee may do so.

## **RULE 7**

### **SUSPENDING THE RULES**

Any rule or rules may be suspended by a two-thirds majority vote of the members of the Commission.

## **RULE 8**

### **ROBERT'S RULES OF ORDER**

All matters not covered herein shall be governed by Robert's Rules of Order Revised, as contained in the latest copyrighted edition.

## **RULE 9**

### **THE CHAIRMAN**

- A. **ELECTION:** Annually, at the first meeting held on or after September 1st, the Board shall elect a Chairman, a Vice-Chairman, and a Secretary/Treasurer.
- B. **CALL TO ORDER:** The Board shall be called to order by the Chairman. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of the Vice-Chairman, the Board shall be called to order by the Secretary/Treasurer, and shall elect one of its members to preside over the deliberations.
- C. **SPEAKING:** Should the Chairman desire to speak upon any subject either in the negative or the affirmative, he/she may do so, provided he/she vacates the chair. Whereupon the Vice-Chairman shall preside until the matter under consideration is disposed of by the Board. However, the Chairman may answer questions, provide information, and give explanations from the chair, the Board not objecting.
- D. **PRESERVE ORDER:** The Chairman shall preserve order and decorum. He/she may speak to points of order in preference to other members. He/she shall decide questions of order subject to an appeal to the Board of any member.
- E. **ORDER OF RECOGNITION:** Before a member is allowed to speak twice on the same subject the Chairman shall inquire if there is another member who has not spoken on that subject and who wishes to speak.
- F. **MOTIONS:** Once a motion has been made and duly seconded, the Chairman shall state the motion so debate on the motion may begin.
- G. **CLARIFICATION:** The Chairman shall clearly state the question before the Board before the vote on the question is taken. A member may ask for clarification of the question up until the result of the vote is announced.
- H. **AGENDA:** The Airport Manger or Secretary/Treasurer will forward to each member of the Board the tentative agenda of the next meeting not less than five (5) days prior to meeting date.

## **RULE 10**

### **THE SECRETARY/TREASURER**

- A. **NOTICE:** The Secretary/Treasurer, or the designated appointee, shall notify each member of the Board of any special or called meeting not less than five (5) days in advance thereof. Notification of regular meetings and other notices required by law shall be made by the Secretary/Treasurer, or the designated appointee, in the fashion prescribed by law.
- B. **MINUTES:** The Secretary/Treasurer, or the designated appointee, shall reduce the minutes of each Board meeting to writing. The minutes shall be prepared after each meeting and

before the next scheduled meeting shall be placed in a well bound book for public inspection.

A copy of the minutes of the last meeting shall be forwarded to each board member with the prepared agenda or meeting notice. The Secretary/Treasurer, or the designated appointee, will maintain files of minutes of all standing and special committees.

- C. FINANCIAL REPORTS: The Secretary/Treasurer, or the designated appointee, shall prepare and distribute monthly financial reports to Board members prior to each regular board meeting.
- D. CHANGE OF VOTE: It shall be the duty of the Secretary/Treasurer, or the designated appointee, at the end of each roll call, to inquire of those who passed or were absent when the roll was called if they desire to vote. The Secretary/Treasurer, or the designated appointee, shall also ask if any member who has voted wishes to change his/her vote. After allowing sufficient time for members to vote or change their vote the Secretary/Treasurer, or the designated appointee, shall announce the results.

### **RULE 11**

#### **CONFLICT WITH LAW**

In the event any of the foregoing rules are determined to be in conflict with statutory provisions, that part in conflict shall be null and void, but the remaining unaffected provisions shall remain in full force and effect.

### **RULE 12**

#### **AMENDMENT OF RULES**

These rules may be altered, amended or repealed and new rules may be adopted by the Everett Stewart Regional Airport only after the suggested change or modification is presented in writing to a regular meeting of the Everett Stewart Regional Airport for consideration at the next following scheduled regular meeting of the Everett Stewart Regional Airport, at which time it shall be voted upon and a majority is required for approval of such change or modification. Clerical defects, spelling, punctuation and other minor alterations may be made in the form of the resolution effecting such change or modification between the meeting at which the change or modification is first introduced and the next following regular meeting of the Everett Stewart Regional Airport at which the change or modification is voted upon. Rule changes or modification may be acted upon only at regular meetings. Nothing herein shall be construed to in any way affect the right of the Board in session to suspend the rules upon two-thirds vote.