Rules of Procedure

San Diego County Fallbrook Airpark Advisory Committee

San Diego County Code of Administrative Ordinances Article LXI § 930-939.6

Rule 1. Time and Place of Meetings of the Advisory Committee

Regular meetings of the San Diego County Fallbrook Airpark Advisory Committee ("Advisory Committee") shall be held on the first Monday of every February, May, August and November or at such alternative time as the Advisory Committee may from time to time establish. Regular meetings shall be held within the County of San Diego in the vicinity of Fallbrook Airpark. The time and location of regular meetings shall be specified in an agenda posted at least 72 hours in advance of the meeting in accordance with Government Code section 54954.2.

(a) Any meeting of the Advisory Committee may be adjourned to any date and time when necessary for the transaction of business. Any adjourned meeting of the Advisory Committee is part of a regular meeting.

(b) Special meetings of the Advisory Committee may be called pursuant to and in accordance with Section 54956 of the Government Code. The Secretary assigned to support the Advisory Committee by the County of San Diego, Department of Public Works (hereinafter "Secretary"), shall prepare the notice and call of any special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. A copy of the notice of a special meeting shall also be posted at the places designated in subsection (b) of Rule 2.

Rule 2. Agenda for Meetings of the Advisory Committee

(a) Only items within the powers and duties of the Advisory Committee as established by the Board of Supervisors of the County of San Diego (hereinafter "Board") may be included on the agenda. The responsibilities of the Advisory Committee are set forth at Sections 930-939.6 of the San Diego County Code of Administrative Ordinances ("Admin. Code"). The Secretary shall be responsible for placing items on the agenda. The following persons are authorized to request that the Secretary place matters on the agenda:

(1) Members of the Advisory Committee; and

(2) County of San Diego, Department of Public Works, Airport Division Staff.

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Requests for placement of items on the agenda by other persons or agencies must contain a brief summary of the subject matter of what is proposed to be orally presented to the Advisory Committee; copies of any supporting documentary material, if appropriate; and the names(s) of the person(s) who will make the presentation. The request(s) will be referred by the Secretary, who shall make a recommendation to the Chairperson. With the concurrence of the Chairperson and provided that the item is within the scope of the powers and duties delegated to the Advisory Committee by the Board, the item may be placed on the agenda by the Secretary with an appropriate recommendation.

(b) The Secretary shall prepare and issue an agenda for each regular meeting of the Advisory Committee. The Secretary shall prepare a brief general description for each item included on the agenda and include this description with the agenda. The Secretary shall also determine and include on the agenda the time and place for the regular meeting. The Secretary shall determine the order of matters on the agenda.

(c) For at least 72 hours before the regular meeting, the Secretary shall cause the agenda for the regular meeting to be posted in a public place at the airport and on the internet website maintained by the County of San Diego, Airports Division. Requests for mailed notice of agenda pursuant to Government Code section 54954.1 shall be provided to the County of San Diego, Airports Director. The Secretary shall cause mailed notice to be provided in the manner required by the Ralph M. Brown Act.

(d) Unless authorized by the Ralph M. Brown Act, items not on the posted agenda for a meeting shall not be considered by the Advisory Committee.

(e) A majority of members currently appointed to the Advisory Committee shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval. (Admin. Code § 934(c).) .

(f) In the event a motion fails because of a tie vote, the Advisory Committee may continue the item for consideration at a future meeting. If for any reason the Advisory Committee fails to continue such item, the Secretary shall place the item on the agenda for the next regular meeting.

Whenever the Advisory Committee directs that any item on the agenda be continued to a future date, the Secretary shall list such item on the regular agenda of such future date.

Rule 3. Order of Business for Meetings of the Advisory Committee

(a) Unless determined otherwise by the Chairperson, the schedule of business for a regular meeting shall be:

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(1) Roll Call

(2) Public Communication

(3) Approval of Minutes

(4) Agenda review at the call of Chairperson to identify those items on the agenda on which a member of the Advisory Committee or of the public requests the opportunity to discuss.

(5) At the call of the Chairperson of those items for which there is no request for discussion, approval shall be in accordance with the recommendation of Airports staff. In the event the item has been filed by a Member of the Advisory Committee, approval shall be in accordance with the recommendations of the Member of the Advisory Committee.

(6) Discussion of items shall be taken in sequential order; provided, however, the Chairperson may take items out of sequential order for the purpose of accommodating the public or expediting the conduct of the meeting.

(b) To better facilitate the conduct of the meeting, the Chairperson may alter or deviate from this schedule.

Rule 4. Public Participation in Meetings of the Advisory Committee

(a) The policy of the Advisory Committee is to permit public participation in Advisory Committee meetings. No person shall address the Advisory Committee without the permission of the Chairperson. The Chairperson may limit the time for presentation and the number of persons who may address the Advisory Committee on any agenda item. The general policy of the Advisory Committee regarding public participation is as follows: 3 minutes per person; the Chairperson may set a limit for organized group presentations of 3 or more persons up to 15 minutes including time spent for committee members or staff to respond to questions asked by the speaker, and may set limits for each side when many persons request to speak on an agenda item. The Chairperson shall have discretion in setting time limits. Additional time need not be given to a presenter for time consumed answering questions or inquiries from the Advisory Committee.

(b) Any person wishing to make a presentation to the Advisory Committee on any agenda item must file with the Secretary a written Request to Speak form prior to the scheduled opening time of the meeting or prior to the time that the item is called for discussion if the item has not been adopted without discussion. No person may yield speaking time to another person. Any person who does not wish to speak to the Advisory Committee but wishes to have the record reflect a position in favor or in opposition to an agenda item may do so by indicating the same on the

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Request to Speak form: If an agenda item is set for a specific time, a written Request to Speak form must be filed at least 5 minutes prior to that specified time. No person shall speak more than once on an agenda item unless recalled by the Chairperson to provide additional testimony.

(c) In the event that any meeting of the Advisory Committee is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chairperson may recess the meeting or order the person, group or groups or person willfully interrupting the meeting to leave the meeting or be removed from the meeting. In the event order cannot be restored by a recess, the Chairperson may order the meeting room cleared and continue in session. Only matters appearing on the posted agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend or remain in the meeting.

(d) Placards, banners, signs, flags, or other large objects designed to interrupt or disrupt the orderly conduct of the meeting are not permitted in the Chambers.

(e) Comments from members of the public shall be limited to matters that are within the powers and duties of the Advisory Committee. Comments related to specific agenda items shall be limited to that item. For any agenda item under consideration, the Chairperson may limit unrelated or excessively repetitious testimony. Audience members shall not interrupt, heckle, question or disrupt any person addressing the Advisory Committee during their allotted presentation time. Presenters wishing to raise questions or issues for others presenters may do so only during their presentation to the Advisory Committee.

(f) At each regular meeting there will be a total of 15 minutes scheduled at the beginning of the meeting for members of the public to address the Advisory Committee on items that are within the subject matter jurisdiction of the Advisory Committee, but not on the agenda for that meeting. Each speaker shall be allowed no more than 3 minutes. Each speaker must file with the Secretary a written Request to Speak form at least 5 minutes prior to the scheduled opening time of the meeting. In the event that more than 5 individuals request to address the Advisory Committee, the first 5 will be heard at the beginning of the meeting. The remaining speakers will be heard at the conclusion of the meeting (unless the Chairperson elects to hear the speakers at the beginning of the meeting) and granted 3 minutes each. Any person filing a Request to Speak form after the time deadline established by this subsection shall not be allowed to make a presentation to the Advisory Committee

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(i) A motion to consider the previous question shall preclude all amendments from debate to the main question and shall be put in the form "shall the main question be put to a vote."

(j) A Member called to order shall relinquish the floor unless permitted to explain, and the Advisory Committee, if appealed to, shall decide on the case, but without debate. If there is not appeal, the decision of the Chairperson shall be final.

(k) Once a motion has been voted upon it cannot be reconsidered unless the motion has been amended.

(i) A motion to commit to an Ad Hoc Subcommittee shall specify the purpose of the Ad Hoc Subcommittee, the length of time the subcommittee shall serve, appoint at least 3 subcommittee members (1 of whom must be a member of the Advisory Committee, and the times and methods by which the subcommittee shall report to the Advisory Committee. (Admin. Code § 935(a).)

Rule 7. Retention of Exhibits and Documentary Material Received in Meetings Before the Advisory Committee

(a) Subject to the conditions stated below, all exhibits received by the Advisory Committee at meetings shall be presented to, and retained by the Secretary as part of the record of the meetings. To the extent possible, the Secretary may furnish copies of such material to persons requesting them upon payment of the fee prescribed by the San Diego County Administrative Code or other County ordinance or resolution for copies of public records.

(b) Original documents filed as exhibits with the Advisory Committee may be released by the Secretary to the parties who submitted them once copies have been made.

(c) The Secretary will not be required to retain permanent exhibits, such as aerial photographs, used by County departments in the conduct of their regular activities. Such exhibits will be identified for the record and their specific use and purpose noted in the record by the Secretary.

Rule 9. Overruling the Chairperson of the Advisory Committee

A decision of the Chairperson with respect to the interpretation, applicability or enforcement of these Rules may be overruled by a majority vote of the Members present.

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Rule 10. Suspension of Rules and Procedures

Any rule of the Advisory Committee may be suspended temporarily, upon approval of the majority of the Advisory Committee. The temporary suspension shall apply only to the matter under immediate consideration and, in no case, shall it extend beyond an adjournment.

Rule 11. Amendment of Rules of Procedure

No rule of the Advisory Committee shall be adopted or amended except by resolution adopted by the Advisory Committee.

Rule 12. Policies to Implement Rules of Procedure

The Advisory Committee may adopt policies to implement provisions of these Rules.

Rule 13. Parliamentary Procedure

These Rules shall govern the proceedings of the Advisory Committee. In all situations not covered by these Rules or any provision of law, the authority shall be Robert's Rules of Order Newly Revised. The Secretary of the Advisory Committee shall serve as Parliamentarian.

These Rules of Procedure were adopted by the Fallbrook Airpark Advisory Committee at their meeting of November 2, 2015.

Ken Kalbfell

Ken Kalbfell
Chairman, Fallbrook Airpark Advisory Committee

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Date

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