

Rules of Procedure
San Diego County Palomar Airport Advisory Committee
San Diego County Code of Administrative Ordinances § 734(b)

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

Regular meetings of the San Diego County Palomar Airport Advisory Committee (“Advisory Committee”) shall be held on the third Thursday of every month, except for March, July, October and December 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 McClellan-Palomar Airport. 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 (d) of Rule 2.

Rule 2. Agenda for Meetings of the Advisory Committee

(a) Only items within the scope of authority 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 730-739.6 of the San Diego County Code of Administrative Ordinances (“Admin. Code”). The Secretary shall be responsible for assembling the agenda. The following persons are authorized to direct the Secretary to place matters on the agenda:

- (1) Members of the Advisory Committee; and
- (2) County of San Diego, Department of Public Works, Airport Division Staff.

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 authority delegated to the Advisory Committee by the Board, the item may be placed on the agenda by the Secretary with an appropriate recommendation.

(a) 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.

(b) 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.

(c) 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.

(d) 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 § 734(c).) .

(e) 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.

(f) Whenever the Advisory Committee directs that any item on the agenda be continued to a future date, the Secretary shall list such items 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:

(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, 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 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 member 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 subject matter jurisdiction 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 other 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

Rule 5. Nomination and Selection of Chairperson and Vice Chairperson of the Advisory Committee

(a) The officers of the Advisory Committee are the Chairperson and the Vice Chairperson. (Admin. Code § 734(a).) The nominations for and selection of Chairperson and Vice Chairperson for the ensuing year shall be accomplished by the Advisory Committee within 30 days of the first regularly scheduled meeting in January.

(b) The method of nomination and selection of Chairperson and Vice Chairperson will be at the discretion of the Advisory Committee.

(c) The Chairperson and Vice Chairperson shall be selected for a period of one year, or until such time as a successor has been selected by the Advisory Committee pursuant to these Rules. In the event of a vacancy, the Advisory Committee shall fill the vacancy within 30 days from the date of such vacancy.

(d) During the absence of the Chairperson, the Vice Chairperson shall preside. In the event that both the Chairperson and Vice Chairperson are absent, any other Member of the Advisory Committee may call the meeting to order, and a Chairperson Pro Tem shall be elected who would hold office during that session, which may be done by a majority vote.

Rule 6. Motions During Meetings of the Advisory Committee

(a) Action of the Advisory Committee shall be taken by motion. Any action of the Advisory Committee may be proposed by the motion of any Member. Such a motion, if seconded by any Member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, and shall be so declared by the Chairperson.

(b) A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of any second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chairperson unless seconded by another Member.

(c) Once the Chairperson has recognized the right of a Member to speak, the Chairperson shall protect the speaker from disturbance or interference. The Chairperson, when the interest of the Advisory Committee requires, may permit a Member to be interrupted.

(d) When a questions or "original motion" is under debate, no motion shall be received unless:

- (1) To adjourn
- (2) To lay on the table
- (3) To consider the previous question
- (4) To postpone to a certain date
- (5) To commit to an Ad Hoc Subcommittee
- (6) To amend
- (7) To postpone indefinitely

These motions shall have preference in the above order.

(e) A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon.

(f) After a motion has been seconded, any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chairperson shall call for a vote on the motion. At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chairperson may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.

(g) At any time after a motion has been seconded, any Member may move to table the motion. If the motion to table is seconded, the Chairperson shall forthwith call for a vote on such motion. A motion to table shall include all amendments to the original motion. A motion to table an item is not debatable and no further discussion or debate shall be permitted on either the original motion or the motion to table. If the motion to table does not pass, consideration of the original motion will continue. If the motion to table does pass, the original motion will remain on the floor but may not again be considered at that meeting unless a motion to remove the original motion from the table is passed. The original motion may then be considered and voted upon at the next regular meeting of the Advisory Committee unless again tabled. If not considered at such meeting, it will be deemed lost. For the purposes of this subsection, an adjourned meeting shall be considered a separate meeting.

(h) A motion to adjourn or a motion to fix time of adjournment shall be decided with debate.

(i) A motion to consider the previous question shall preclude all amendment 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) A motion to reconsider the vote on an agenda item may be made at the meeting at which the item was acted upon, or any adjourned session of the same meeting. The motion may be made only by a Member who voted on the prevailing side of the agenda item sought to be reconsidered. No question can be twice reconsidered unless it was amended after its first reconsideration. The provisions of this subsection shall apply also to any motion/request to reconsider an item previously acted upon by the Advisory Committee whereby law a motion/request to reconsider may be brought at a meeting or time other than the meeting, or adjourned session thereof, where the agenda item sought to be reconsidered was acted upon.

(l) 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 § 735(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 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) Exhibits filed with the Advisory Committee may be released by the Secretary under the following conditions:

(1) At the conclusion of a meeting where the Advisory Committee has authorized the release of exhibits to the parties who submitted them.

(2) At the conclusion of a meeting or during a continuance of a meeting, if for good cause the Advisory Committee has authorized a person other than the Secretary to retain custody of the exhibits, such person shall assume

responsibility for custody and preservation of the exhibits and shall keep and maintain the exhibits for further proceedings or until otherwise directed by the Advisory Committee.

(3) 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 8. 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.

Rule 9. 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 10. 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 11. Policies to Implement Rules of Procedure

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

Rule 12. 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.