

**CITY OF COLORADO SPRINGS**  
**RULES AND PROCEDURES**  
**OF THE**  
**MUNICIPAL AIRPORT ADVISORY COMMISSION**

Approved and adopted by Resolution No. \_\_\_\_\_ - \_\_\_\_\_  
Effective \_\_\_\_\_

**PART 1 –  
PURPOSE AND APPLICABILITY**

**RULE 1-1. PURPOSE**

These Rules and Procedures are promulgated pursuant to City Code §§ 1.2.903 and 14.1.103 for the conduct of meetings of the City of Colorado Springs Municipal Airport Advisory Commission (“Commission”).

**RULE 1-2. APPLICABILITY**

In addition to any other rules or laws which may be applicable, these Rules and Procedures apply to all meetings and operations of the Commission.

**RULE 1-3. RULES AND PROCEDURES OF CITY COUNCIL**

These Rules and Procedures shall be consistent with the City of Colorado Springs Rules and Procedures of City Council. If any part of these Rules and Procedures are in conflict or inconsistent with the Rules and Procedures of City Council, the Rules and Procedures of City Council shall control.

**RULE 1-4. AMENDMENT**

These Rules and Procedures may be amended or suspended, and new rules may be adopted, by a majority vote of the Commission members. Any such amendments, suspensions, and adoptions of new rules shall become effective upon City Council approval.

**PART 2 –  
MEETINGS**

**RULE 2-1. ANNUAL MEETING**

An annual meeting of the Commission shall be held in October of each year for the purpose of officer elections.

**RULE 2-2. ELECTION OF CHAIR AND VICE-CHAIR**

At the annual meeting, the Commission shall elect a Chair and Vice-Chair by a majority vote of the entire Commission (*i.e.*, four [4] members). Candidates for the office of Chair and Vice-Chair shall be nominated by the members present, separately, before the election for each office. No second to a nomination shall be required. To be eligible for the position of Chair or Vice-Chair, candidates must have served as a Commission member for at least one (1) year immediately preceding the election. In the event there are more than two (2) candidates nominated for an office and no individual receives a majority vote of the entire Commission, the candidate receiving the least number of votes in either ballot shall withdraw until one (1) candidate receives a majority vote of the entire Commission. The term of each office shall be one (1) year term, with right of succession. The Vice-Chair may advance to the Chair.

### **RULE 2-3. TEMPORARY CHAIR**

- A. In case of the Chair's absence or inability to act, the Vice-Chair shall act as temporary chair until the Chair appears.
- B. In case of both the Chair's and Vice-Chair's absence or inability to act, the Director or his or her designee shall call the Commission to order and cause to be entered into the minutes of the meeting the names of the members present. If a quorum is present, the Commission members shall elect by majority vote of those present a temporary chair to act until the Chair or Vice-Chair appears.

### **RULE 2-4. VACANCY**

Vacancy in the office of the Chair shall be filled automatically by the Vice-Chair and a new Vice-Chair shall be elected at the next regular meeting of the Commission. A vacancy in the office of the Vice-Chair shall be filled at the next regular meeting of the Commission by election in accord with Rule 2-2 above. The member filling the vacancy of Chair or Vice-Chair shall serve until the next annual meeting.

### **RULE 2-5. REGULAR MEETINGS**

- A. The regular meetings of the Commission shall be held monthly at the Colorado Springs Municipal Airport, 7770 Milton E. Proby Parkway, Suite 50, Colorado Springs, Colorado 80916, on a recurrent day and time established by a majority vote of the Commission. Any change to the established schedule shall require written advance notice, in reasonable time, from the Chair to the Commission and the Director of Aviation ("Director").
- B. Any regular meeting may be adjourned and reconvened at a time and place by a majority vote of the members present.

### **RULE 2-6. SPECIAL MEETINGS**

Special meetings may be called at such a time and place as stated in the notice of a meeting. The Chair may, upon the written request of three (3) Commission members, call a special meeting of the Commission, by giving written notice to each of the Commission members and the Director at least twenty-four (24) hours prior to the meeting. The notice shall state the date, time, place, and purpose for which the meeting is called. Such notice shall be served personally, by e-mail, or by leaving the same at the usual place of business or residence of the Commission member.

### **RULE 2-7. WORK SESSIONS**

The Chair may from time to time call work sessions for the purpose of receiving information or training, hearing presentations, and discussing information. No official or formal action may be taken at work sessions other than to give direction to the efforts of City or Airport staff.

### **RULE 2-8. MEETINGS OPEN TO THE PUBLIC**

- A. All meetings shall be open to the public in accord with the Colorado Open Meetings Law as it applies to the Commission under § 3-60(d) of the City Charter except for executive sessions to receive legal advice or discuss matters required to be kept confidential by law, personnel matters, matters subject to negotiations, or other permitted purposes. No formal actions may be taken at any closed executive session.
- B. To the extent technologically practicable, all meetings of the Commission shall be electronically recorded. Recordings shall be kept for a period of at least 90 days.

#### **RULE 2-9. AGENDA**

- A. The Director shall prepare the agenda for all Commission meetings. The agenda shall include all items to be presented to the Commission for action.
- B. Whenever possible, the Director shall submit to the Commission, in advance of the meeting, a meeting or agenda packet containing a copy of the agenda and all facts necessary for the Commission to properly study the items and make recommendations thereon. To this end, the Director and/or Airport staff may give a recommendation on the items under consideration.
- C. All matters to appear on a regular meeting agenda shall be filed with the Director not later than ten (10) days prior to the meeting. Matters not filed in accordance herewith shall not be considered, but shall be held over until the next **regular** meeting, unless leave for immediate consideration is granted by a majority vote of the members present at the meeting. This Rule does not preclude the Director from submitting other matters considered to be of an emergency nature.

#### **RULE 2-10. ORDER OF BUSINESS**

- A. The Order of Business at regular Commission meetings shall be:
  - 1. Call to Order. At the appointed time for the Commission to meet, the Chair shall call the Commission to order and open the meeting by stating the type of meeting: regular, special, or other type. The Director shall enter upon the minutes of the meeting the names of the members present, the members absent, guests, and the City staff members in attendance. The Chair shall state whether a quorum is present.
  - 2. Approval of Minutes. The minutes of any preceding meeting shall be submitted for approval and shall be approved by a majority vote of those present pending any corrections by members of the Commission, staff, or others. If no objection is made to the minutes as presented by the Director, the same shall stand approved without express motion to that effect.
  - 3. Introduction of Guests. The Chair shall ask for the names and representative businesses, if any, of guests in attendance at the meeting.
  - 4. Communications. The Director shall announce any changes to the agenda, including withdrawn, postponed, or new items or matters considered to be of an emergency nature.
  - 5. Public Comment. The Chair shall ask if there is anyone in the audience

who wishes to speak to the Commission concerning any item that is not on the agenda. The Chair may limit the time allotted to each speaker at his or her discretion.

6. New Business and Report Items. In accord with the City Code, the Commission shall hear, review, and make recommendations on land use review items and other matters affecting the construction, planning or operation of the airport; render advice concerning the airport master plan, its implementation, updating or changes; and/or hear, review, and make recommendations concerning long range planning for the Airport. At his or her discretion, the Director shall present reports, memoranda, communications, and recommendations to the Commission relevant to the Commission's functions under the City Code. The Commission shall take action as it deems to be appropriate on the items presented to it.
7. Other Business.
9. Commission Members' Comments.
10. Chair's Comments.
11. Adjournment. Upon the completion of all items on the agenda, the Chair shall declare the meeting adjourned.

- B. The Commission may alter the order of business by a majority vote of the members present. The Chair, in his or her discretion, may call matters on the agenda out of order in order to manage the meeting. In addition, the Chair may establish the order and reasonable time limits for any presentations to be made at the meeting.

#### **RULE 2-11. REQUESTS FOR POSTPONEMENT**

- A. If a proponent of an agenda item requests postponement of the item prior to the meeting, the Director shall have discretion to continue or postpone the item to the next regular meeting.
- B. If a proponent of an agenda item requests postponement of the item after the meeting has been called to order, the Commission shall consider the request when the item is called and take such action as it deems fit by a majority vote of the members present.
- C. The Director or City Attorney may ask for postponement of any item at any time to provide additional time for additional review or information.
- D. Any item that is postponed shall be postponed to the next regular meeting or other definite date.

## **RULE 2-12. COMMUNICATIONS ADDRESSED TO THE COMMISSION**

All communications addressed to the Commission shall be referred in the first instance to the Director, who shall thereupon take such action as he or she shall deem proper as to all matters of an administrative nature and shall refer all communications relating to legislative matters to the Commission. It shall not be required that such communications be filed in the office of the Director or in any manner preserved beyond the time necessary to act on or to decide to not act on.

## **RULE 2-13. EXHIBITS TO THE COMMISSION**

All parties who wish to submit exhibits to the Commission for the purpose of inclusion in the record shall submit the original of such exhibit and eight (8) copies or and/or one (1) electronic copy thereof to the Director who shall mark such exhibit and distribute the same to the Commission. Exceptions to this Rule shall be granted by the Director for those exhibits, which may be displayed so that all of the members can simultaneously observe the same. The Director shall hold all exhibits until time for the meeting has expired and shall then dispose of the exhibits, unless the person submitting the exhibits arranges for return of the exhibits at his or her own expense and within ten (10) working days after completion of the meeting.

## **RULE 2-14. SPECIAL COMMITTEES**

- A. There shall be no standing committees of the Commission.
- B. The Chair may from time to time appoint one or more Commission members to special committees for special duties, examinations, investigation and inquiries of interest or to assist in the study of items before the Commission. Any committee so appointed shall serve until the matter is disposed of by the Commission, unless sooner dismissed by the Chair. The Chair shall appoint all committee members and a committee chair from among the members. No member shall serve on more than two (2) committees simultaneously or as a chair of more than one (1) committee. No committee shall have the power to commit the Commission to the endorsement of any plan, program, request, or item without the approval of the Commission by a majority vote. The Chair and Vice-Chair of the Commission shall automatically become *ex-officio* members of any committee created under this Rule.

## **PART 3 – PROCEDURES**

### **RULE 3-1. QUORUM**

A majority of the Commission (4 members) shall constitute a quorum for the transaction of business and performance of the Commission's duties. Whenever a quorum is not present, no action shall be taken except to adjourn the meeting to another time.

## **RULE 3-2. ATTENDANCE**

- A. Member attendance at scheduled meetings is vital for the Commission to perform its functions in accord with the City Code. Members are expected to attend meetings and stay in attendance during each meeting. Attendance or monitoring by one or more advisory commission members of a noticed public meeting of the Airport Advisory Commission by means of conference telephone, video conferencing, or other similar technology, provided that all persons attending or participating in the meeting can hear each other, and provided that the meeting otherwise complies with the City's applicable open meetings requirements is permitted. No member may be excused from attending without the permission of the Commission or without good and valid reasons. A limit of two (2) unexcused missed meetings within a 12 month period will be sufficient reason for excusal from the Commission. No member shall leave a meeting while in session without advising the Chair. The Commission may compel the attendance of members.
- B. Procedure for Excusal.
1. A member who is unable to attend a scheduled meeting (whether regular, special, or other type) shall contact the Chair no later than 12:00 p.m. the day of the meeting and request to be excused from the meeting. The member shall state the reason for the absence. Failure to comply with this Rule, except in cases of emergency, shall result in an unexcused absence.
  2. The Chair shall inform the Commission during the call to order of the member's request to be excused. The member shall be considered excused unless a Commission member calls for a vote on excusal.

## **RULE 3-3. ADDRESSING THE CHAIR OF THE COMMISSION**

Members speaking to a question or making a motion shall address the Chair as "Mr. or Madam Chair," and the Chair shall thereupon pronounce the name of the member entitled to the floor. Members addressing the Commission shall confine themselves to the item under consideration.

## **RULE 3-4. PERMISSION REQUIRED TO ADDRESS THE COMMISSION**

Members of the audience may address the Commission upon recognition by the Chair. The decision of the Chair may be overruled by a majority vote of the members present.

## **RULE 3-5. APPEALS FROM DECISION OF THE CHAIR**

The Chair shall preside at all meetings of the Commission and shall preserve decorum and decide all questions of order, subject to appeal to the Commission. If a member violates the rules of the Commission, the Chair shall call the member to order, in which case the member shall be silent, unless permitted to explain.

## **RULE 3-6. VOTING**

- A. The Commission shall act only by motion. Every motion requires the affirmative vote of the majority of the members present for approval and passage.

- B. Every member present must vote on every item before the Commission unless it would constitute a conflict of interest under the City Charter of City Code of Ethics. Any member of the Commission who has a personal or private interest in any item proposed or pending before the Commission shall disclose such interest to the Commission at the meeting, shall excuse himself or herself and not vote on the item; and shall refrain from attempting to influence the decisions of the other members of the Commission in voting on the item.
- C. Whenever a vote is taken, each unexcused member present shall vote “yes” or “no.” After all members have voted, the Chair shall declare the result of the vote for the record. The Director shall cause the results of the vote to be recorded in the minutes.
- D. Tie Votes. In case of a tie vote on any item, the item shall be considered lost/failed.

**RULE 3-7. VOTE OF AN ABSENT MEMBER**

It shall be improper for any member to state, or attempt to state, the vote or sentiments of any absent member, or for the Director to make any reference in the minutes to such an attempt.

**RULE 3-8. DISSENTS AND PROTESTS**

Any member shall have the right to express dissent from or protest against any motion of the Commission, and have the reason therefore entered into the minutes of the meeting.

**RULE 3-9. ALTERNATE AND LIASION MEMBERS**

Alternates and liaison members of the Commission shall not vote on any matter before the Commission, take the place of a voting member for the purpose of establishing a quorum, or participate in any executive session of the Commission.

**RULE 3-10. PARLIAMENTARY PROCEDURE FOR MOTIONS**

- A. When an item is before the Commission, no motion shall be entertained except as listed according to priority (highest to lowest):
  - 1. Motion to Adjourn - Requires a second, is not debatable, is not amendable, and requires a majority vote of those present.
  - 2. Motion to Postpone Temporarily - Requires a second, is not debatable, is not amendable, and requires a majority vote of those present.
  - 3. Motion to Close Debate - Requires a second, is not debatable, is not amendable, and requires a two-thirds (2/3) vote of those present.
  - 4. Motion to Limit or Extend Debate - Requires a second, is debatable as to type and time of limitations, is amendable as to time and type of limitations, and requires a two-thirds (2/3) vote of those present.



5. Motion to Postpone to a Definite Time - Requires a second, is debatable as to reasons for postponement and date of reconsideration, is amendable as to date of reconsideration, and requires a majority vote of those present.
6. Motion to Refer - Requires a second, is debatable as to the referral, is amendable as to the referral, and requires a majority vote of those present.
7. Motion to Amend - Requires a second, is debatable unless applied to an undebatable motion, is amendable, and requires a majority vote of those present.
8. Motion to Postpone Indefinitely - Requires a second, is debatable, is not amendable, and requires a majority vote of those present. (This motion is not applicable to quasi-judicial items.)
9. Motion to Reconsider - Any action taken by the Commission is subject to reconsideration if the motion to reconsider is made by a member who voted with the majority. The motion requires a second, is debatable, is not amendable, and requires a majority vote of those present. This motion can be made only at the same meeting or at the next regular meeting of the Commission.
  - a. If the motion to reconsider is made at the same meeting at which an action was taken, the motion must be made by a member of the Commission who voted with the majority and may be seconded by any other member. If approved, the motion is adopted, and the action is reconsidered and Commission can proceed with discussion and vote on the action that is reconsidered. If the motion to reconsider is not approved, the action shall not be reconsidered.
  - b. If the motion to reconsider is made at a meeting other than the meeting at which the action was taken, a member of the Commission who voted with the majority must submit request in writing to the Chair no later than 12:00 p.m. of the third (3<sup>rd</sup>) day after the original action and request that the motion to reconsider be placed on the next regular meeting agenda. The request shall state that member (Name) is going to move to reconsider Item No. of the Commission Agenda of (Date). If the motion to reconsider is voted upon and a majority of the Commission has voted to reconsider an action, the reconsideration can be held immediately, if the agenda has provided appropriate notice that the reconsideration may be held at that meeting, or it can be held at a later Commission meeting as designated by the Commission. In no event shall a motion to reconsider be made or considered more than thirty (30) days after the date the action to be reconsidered was originally taken by Commission.
10. Main Motions - Requires a second, is debatable, is amendable, and requires a majority vote of those present.

- B. In making any of the above motions, the motion maker may not interrupt another speaker.

### **RULE 3-11. MOTION TO TABLE**

A motion to table until a certain time shall have the effect of a motion to postpone to a certain time and shall be treated accordingly. Such motion is debatable only as to the propriety of postponement.

### **RULE 3-12. SPECIAL MOTIONS**

These motions must be disposed of immediately:

1. Motion Objecting to Consideration - This motion must be made immediately after an item is called to the attention of Commission by the Director. This motion enables the Commission to avoid a main motion that would be undesirable to consider at the time. It does not require a second, is not debatable, is not amendable, and requires a two-thirds (2/3) vote of those present
2. Motion to Withdraw - A mover of any motion may withdraw the motion as a matter of right so long as the consent of the second is first obtained
3. Motion to Suspend Rules - The purpose of this rule is to enable the Commission to set aside one or more of its procedural rules that would otherwise prevent consideration of a certain action. A motion to suspend the rules suspends only those rules which specifically interfere with the consideration of the particular action involved. The rules are suspended only temporarily and are automatically reactivated after the proposed action has been considered. No rules or law set forth in the City Charter or City Code may be altered by suspending the rules. A motion to suspend rules is not a debatable motion and may not be amended. This motion requires a majority vote of the member present.

### **RULE 3-13. UNANIMOUS CONSENT - EXPEDITING COMMISSION BUSINESS**

Since these Rules are designed for the protection of the minority, they need not be strictly enforced by the Chair except as to voting on action items in formal Commission meetings. When there appears to be no opposition to a matter, the formality of voting can be avoided by a member's requesting unanimous (or general) consent to a proposal or by the Chair's asking if there is any objection to the proposal, and if there is none, announcing the result as "unanimous consent" to the matter.

### **RULE 3-14. PROCEDURE IN ABSENCE OF RULE**

In the absence of a Rule to govern a point of procedure, "Parliamentary Law for Nonprofit Organizations" shall govern the Commission's actions.