

BY-LAWS
Middlesex County Airport Committee

ARTICLE 1 - NAME AND PURPOSE

Section 1 The official name of this committee shall be the "Hummel Field Airport Committee."

Section 2 This committee was established to advise the Middlesex County Board of Supervisors on all matters arising from the Board's responsibilities as owner of a public airport. Such matters include airport operations, safety, maintenance, budgeting, and planning. The airport committee may also undertake the supervision or carrying out of tasks necessary to keep the airport in safe and operational condition.

ARTICLE 2 - MEMBERS

Section 1 The provisions of this article shall become effective upon concurrence of the Middlesex County Board of Supervisors.

Section 2 The airport committee shall consist of seven (7) residents of Middlesex County, who shall be appointed by the Board of supervisors. This number shall be reached as members in the existing positions as of December 1, 2015, either move out of the county, resign, or ask to not be reappointed. Current members on December 1, 2015, can request reappointment even if the total number on the Committee exceeds 7. All members of the Committee will be "At large" members, however, efforts will be made to represent all areas of the county. Members shall be appointed for terms of four (4) years. Members may succeed themselves.

Section 3 Any member may be removed by the Board of Supervisors for inefficiency, neglect of duty or malfeasance in office.

ARTICLE 3 - OFFICERS AND THEIR SELECTION

Section 1 The officers of the airport committee shall consist of a Chairman, Vice Chairman, and a Secretary.

Section 2 Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership of the committee shall be declared elected. He shall take office immediately and serve for one (1) year or until his successor shall take office.

Section 3 Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE 4 - DUTIES OF OFFICERS

Section 1 The chairman shall be a member of the committee and shall:

1. Preside at all meetings.
2. Appoint committees required or permitted by these by-laws.
3. Rule on all procedural questions (subject to reversal by a two-thirds (2/3) majority vote of the members present).
4. Be informed immediately of any official communication and report the same at the next regular meeting.
5. Carry out other duties assigned by the committee

Section 2 The vice chairman shall be a member of the committee and shall:

1. Act in the chairman's absence or inability to act.

Section 3 The secretary shall be a member of the committee and shall:

1. Keep a written record of all business transacted by the committee, including a set of minutes of all meetings.
2. Certify all records and reports of the committee
3. Notify the County Administrator of all meetings
4. Attend to the correspondence of the committee.

ARTICLE 5 – SUBCOMMITTEES

Section 1 Subcommittees may be appointed by the chairman as he may deem necessary with the approval of the majority of airport committee members for purposes and terms approved by the committee.

ARTICLE 6 – MEETINGS

Section 1 Regular meetings shall be held on the fourth Monday of Odd numbered months at the Hummel Field Terminal Building, Topping, Virginia. Meetings shall commence at 7:00 p.m.

Section 2 Special meetings may be called by the chairman. Special meetings shall be called by the chairman upon written request by 4 or more members. Such request shall specify the date, time, place, and purpose of the special meeting. The secretary shall see to the notification to all members, at least five (5) days in advance of a special meeting, by written notice, including electronic mail, fixing the date, time, place and purpose thereof. Written notice of a special meeting is not required if the date of such meeting was fixed at a regular meeting.

Section 3 All meetings shall be open to the public.

Section 4 A majority of the membership of the committee shall constitute a quorum. The number of votes necessary to approve any action shall be a majority of the quorum. Voting may be by roll call, in which case a record shall be kept as a part of the minutes.

Section 5 Remote Electronic Participation in Meetings:

Pursuant to § 2.2-3708.2 of the Code of Virginia of 1950, as amended, the following policy is established for members' remote electronic participation in Airport Committee meetings due to a personal matter or disability.

This policy is applied strictly and uniformly, without exception, to the entire membership of the Airport Committee and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

For purposes of this policy, "electronic communication means" refers to the use of electronic, digital, wireless, optical or similar technology capabilities to transmit or receive information.

The Airport Committee may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if:

1. On or before the day of the meeting, a member of the Committee notifies the chair that such member is unable to attend the meeting due to:

a) a temporary or permanent disability or other medical condition, or due to a family member's medical condition, that prevents the member's physical attendance; or

b) a personal matter and identifies with specificity the nature of the personal matter; and

2. The Committee approves the member's participation by electronic communication means by a majority vote of the members present at the primary or central meeting location.

Participation by a member by electronic communication means due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to subsection 1 and 2 above, the Committee shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved due to a temporary or permanent disability or other medical condition of the member, or a medical condition of his or her family member, the minutes shall record that fact. If participation is approved due to a personal matter, the minutes shall include the specific nature of the personal matter cited by the member.

If a member's participation from a remote location due to a personal matter is

disapproved, such disapproval shall be recorded in the minutes with specificity.

A member may participate in a meeting by electronic means pursuant to this section only when:

1. A quorum of the Committee is physically assembled at the primary or central meeting location; and
2. The Committee makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

ARTICLE 7 - ORDER OF BUSINESS

Section 1 The order of business for a regular meeting shall be:

1. Call to order by Chairman.
2. Determination of a quorum.
3. Reading of minutes.
4. Reports of standing committees.
5. Reports of special committees.
6. Unfinished business.
7. New business.
8. Adjournment.

Section 2 Motions shall be restated by the chairman before a vote is taken. The names of persons making and seconding motions shall be recorded.

Section 3. Parliamentary procedure in committee meetings, in matters not governed by these by-laws, shall be governed Robert's Rules of Order.

Section 4. A tie vote on any motion before the committee shall defeat such motion.

ARTICLE 8 – AMENDMENTS

Section 1 These by-laws may be changed by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior notice.

Adopted by Middlesex County Board of Supervisors to be effective September 1, 1981

Amended July 17, 1985 changing the meeting date and time to the fourth Monday of odd numbered months at 7:30 P.M.

Amended and readopted by the Middlesex County Board of Supervisors April 7, 2009.

Amended and readopted by the Middlesex County Board of Supervisors on December 1, 2015, to reduce the total number of members from 11 to 7 and to change the meeting time from 7:30 - 7:00 p.m.

Amended and readopted by the Middlesex County Board of Supervisors on August 3, 2021, adding Section 5, Remote Electronic Participation in Meetings, to Article 6, Meetings.