

**MEETING DATE:** June 9, 2014

**AGENDA ITEM:** (1) Consideration of an Appointment to the Los Angeles International Airport/Community Noise Roundtable and (2) Direction to the City Manager Related Thereto.

**ATTACHMENTS**

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## **LOS ANGELES INTERNATIONAL AIRPORT/COMMUNITY NOISE ROUNDTABLE**

### **BY-LAWS**

#### **Article I – Purpose**

The purpose of these by-laws is to establish guidelines for the internal structure and conduct of meetings of the Los Angeles International Airport (LAX)/Community Noise Roundtable, and its interface with elected and appointed officials and the general public.

#### **Article II – Mission**

The Los Angeles International Airport/Community Noise Roundtable (herein after referred to as Roundtable) is an association of local communities, Los Angeles World Airports, the Federal Aviation Administration (FAA), and airline industry representatives. These parties are interested in participating in an interactive forum to address current aircraft noise issues associated with aircraft operations to, from and at Los Angeles International Airport. It is the intent of the Roundtable to identify noise concerns in the surrounding communities and to recommend courses of action to LAWA, the FAA, or other responsible entity that could reduce noise over affected communities without shifting noise from one community to another.

#### **Article III – Membership**

A city, county, state or federal jurisdiction can participate in the Roundtable by submitting a letter of interest/intent to the Chair of the Roundtable. In that letter, the jurisdiction shall formally designate the official representative of the jurisdiction and an alternate elected official, jurisdiction staff member or a person from that community who is authorized to act in the designee's absence.

There may be a total of two (2) representatives from the Los Angeles City Council. Such members of the Roundtable shall be Council members or Council staff representing Council Districts 11 and 8, as designated by the most recent Census. At such time as district boundaries are redrawn, the Roundtable shall designate the new eligible districts. These representatives shall be voting members of the Roundtable.

The Executive Director of Los Angeles World Airports (LAWA) shall designate a representative and alternate to the Roundtable. This representative shall be a voting member of the Roundtable.

The LAX Area Advisory Committee shall designate a representative and alternate to the Roundtable. This representative shall be a voting member of the Roundtable.

The Chair of the Roundtable may designate at-large representatives from recognized legitimate community groups or organizations. These community groups or organizations shall have a formal structure including by-laws, membership and regular meetings to be considered for at-large seats on the Roundtable. These at-large members shall be confirmed by a majority vote of the Roundtable, and will be voting members of the Roundtable. At-large members shall serve a term of two (2) years. They may be re-appointed by the Chair subject to confirmation by a majority vote of the Roundtable.

Participation by the Federal Aviation Administration and the airline industry is essential to the success of the Roundtable. The designated representative of the FAA is an ex-officio non-voting member. The designated representative of the airline industry shall be a voting member.

A member jurisdiction may withdraw at any time from participation in the Roundtable by a written notice to the Chair.

#### **Article IV – Officers of the Roundtable**

The Officers of the Roundtable shall consist of a Chair, Vice Chair and an Executive Secretary. The Chair and Vice Chair shall continue to hold voting rights during their term. The representative of LAWA or his/her authorized designee shall serve as the Executive Secretary of the Roundtable.

A majority of the quorum of the Roundtable shall elect a Chair and Vice Chair to serve a term of two (2) years. Elections shall be held at the same time each year, consistent with the date of election of the first permanent Chair. The Chair and Vice Chair shall have no term limits.

A Chair or Vice Chair may withdraw from the position at any time with written notification to the Roundtable. Upon withdrawal of the Chair, and until such time as a new election can be held, the Vice Chair shall serve as the Chair. Upon withdrawal of the Vice Chair, the Chair shall appoint a new Vice Chair, subject to approval of the Roundtable.

#### **Article V – Conduct of Meetings**

All meetings of the Roundtable shall be open to the public.

The Chair shall conduct meetings of the Roundtable in accordance with Robert's Rules of Order and the State of California's "Ralph M. Brown Act" (Brown Act). Lacking specific direction, the Chair may, at his/her discretion, rule on matters before the Roundtable.

The Roundtable meetings shall be facilitated by the Roundtable Facilitator. The Facilitator is an impartial, non-voting participant who keeps the Roundtable discussions in accord with the published meeting agenda and ensures the meetings remain on schedule.

A Quorum of the Roundtable (Quorum) shall consist of at least twenty-five percent (25%) of voting members representing at least four (4) separate jurisdictions or at-large members' organizations. A Quorum must be present to vote on an issue, elect a Chair or Vice Chair, or to take a position on legislation or proposed legislation.

### **Article VI – Schedule and Location of Meetings**

Regular meetings of the Roundtable shall be held on the second Wednesday of every other month or at other dates/times as agreed to by a majority of the members of the Roundtable. Additional meetings may be scheduled if necessary. The official meeting time shall be 7:00 PM unless otherwise agreed to by a majority of the members of the Roundtable.

Meetings of the Roundtable shall be held in the Samuel Greenberg Board Room in LAWA's Administration Building at LAX, or at a location or location(s) agreed upon by a majority of the members of the Roundtable. The site(s) selected shall be easily accessible to the public, with convenient parking, and accessible to the disabled in accordance with the United States Americans with Disabilities Act.

### **Article VII – Notice of Meetings**

In accordance with the provisions of the Brown Act, notice shall be given at least 72 hours in advance of a meeting. Notice shall include an agenda for each meeting. Said agenda shall be posted at Los Angeles International Airport by the Executive Secretary. Notice shall also be posted on LAWA's website.

### **Article VIII – Record of Meetings and Availability of Materials**

The motions, actions and essential elements of each meeting shall be recorded and made available to members of the Roundtable and to the public. The recording shall be reviewed and accepted by the Roundtable, and may be modified by agreement of a majority of the members of the Roundtable present. The Executive Secretary of the Roundtable shall be responsible for the record of the meetings.

Materials that are a significant part of the Roundtable's deliberations shall, whenever possible, be sent in advance to the members via U.S. Mail or electronic mail. A sufficient number of copies of these materials shall also be available in printed form at the Roundtable meetings for the public.

## **Article IX – Public Participation**

Specific opportunities for public comment shall be designated on each meeting agenda, including subcommittee meetings. At the discretion of the Chair, opportunities for public comment may also be offered during discussion of specific topics or during presentations. To ensure orderly conduct of the meeting, a time limit for individual public comments may be established. Unless otherwise stated, the standing time limit for individual public comments is three (3) minutes per commenter. Members of the public who exceed the specified time limit shall be asked to conclude their remarks.

## **Article X – Subcommittees**

The Chair, at his/her discretion, may appoint subcommittees to work on specific issues to come before the Roundtable. Subcommittee chairs shall be appointed by the Chair and shall be members of the Roundtable. Subcommittee membership shall include appropriate or interested Roundtable and ex-officio members, as well as members of the public with relevant skills, to advise the Roundtable on possible measures to be taken and/or noise abatement actions to be taken.

All recommendations of Roundtable Subcommittees shall not be considered final and official until approved by a majority of the members of the Roundtable.

## **Article IX – Amendments to the By-Laws**

These by-laws may be amended by a majority vote of the Roundtable at any regularly scheduled meeting of the Roundtable. Written notice of any changes shall be provided to the members at least seven (7) days in advance of consideration and action on any proposed amendment(s).

Approved by the Roundtable May 8, 2002  
Amended by the Roundtable November 14, 2007  
Amended by the Roundtable February 11, 2009  
Amended by the Roundtable March 9, 2011