

Maine Aeronautical Advisory Board

BYLAWS

ARTICLE I Name and Origin

1. The name of this organization is the Maine Aeronautical Advisory Board and shall be referred to herein as the MAAB, or the Board.
2. The Maine Aeronautical Advisory Board is an advisory board within the Maine Department of Transportation, authorized and established pursuant to 6 M.R.S.A. sect. 302 and 5 M.S.R.A. sect. 12004-1 (81).

ARTICLE II Duties and Purpose

1. The statutory duties of the Board are to advise the Maine Department of Transportation on matters relating to aeronautics and recommendations for change to the aeronautical laws and comments upon the present and future needs of that service.

ARTICLE III Membership

1. The membership of the board consists of at least seven (7) members; one person from an airport association in the State appointed by the association's board of directors; one person from a pilot's association in the State appointed by the association's board of directors; and the remaining members appointed by the Commissioner of Transportation.
2. All members shall serve a term of two years. Vacancies in membership must be filled in the same manner as the original appointment. The Commissioner of Transportation, or his or her designee, shall serve as secretary of the board.

ARTICLE IV Meetings and Voting

1. The board shall meet at the call of the chair, or at the call of at least three (3) members of the board, and there must be at least one meeting held a year.
2. The date, time, and place of the regular annual meeting shall be set by the Chair in conjunction with the Secretary, with the advice and consent of the Board. The last meeting of each calendar year will be designated as the annual meeting. All members physically in attendance at meetings are eligible to vote on any matter brought before the Board. A quorum for the conduct of business shall consist of either a simple majority or one-half of the total number of board members at that

time. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

3. As a best-practice goal, MAAB will try to meet quarterly, the date, time and place of the meetings to be scheduled in conjunction with Department of Transportation staff.
4. Special meetings may be called by the Chair or at the call of at least three (3) members.
5. The latest edition of The Modern Rules of Order: A Guide for Conducting Business Meetings shall govern the deliberations of the Board in all cases where they do not conflict with these bylaws.
6. All meetings of the Board are public proceedings as defined in Maine's Freedom of Access Act, 1 M.R.S.A. sect. §401 et seq. (hereinafter, the "FOAA") Meetings shall be open to the public, publicized in a manner reasonably calculated to afford the public an opportunity to attend, and conducted in accordance with the FOAA. Meetings shall be held in a location that is handicapped-accessible.

ARTICLE V Officers

1. The officers shall be Chair, Vice Chair, and Executive Chair who shall be members of the Board. The Chair shall be nominated and elected by a simple majority of Board members at the Annual Meeting, normally held in October. The terms of office shall be one year, beginning in October of the year the election was held.
2. The duties of the Chair shall be to preside at the meetings of the MAAB; to schedule, make arrangements for, and prepare the agenda for the meetings in conjunction with Department of Transportation staff; and to appoint subcommittees as needed to conduct business of the Board.
3. The Vice Chair shall perform such duties as may be prescribed by the Chair or Board and in the absence of the Chair exercise all power and duties of the Chair.
4. The Executive Chair is filled by the immediate past Chair of the MAAB. The Executive Chair shall advise the Chair on all matters pending before the MAAB. The establishment of this position is intended to help ensure a smooth transition between the leadership and to provide a wider breadth of Board history. This position is voluntary and in the event the immediate past Chair declines to serve as Executive Chair, the position will remain unfilled. In the event the present Chairman is re-elected, a second election shall be conducted to select an Executive Chair who can bring another perspective to the Board discussions.

5. Resignation from the Board must be in writing and submitted to the Secretary. Vacancies in membership must be filled in the same manner as the original appointment, as set by statute at 6 M.R.S.A. sect. 302 (2). A Board member may be asked to resign from the Board for excess absences of three (3) or more scheduled meetings.

ARTICLE VI Amendments

1. These by-laws may be amended by a two-thirds majority of members present at an Annual Meeting. Final adoption is subject to Department of Transportation legal review and Commissioner approval.

These By-Laws were approved at a meeting of the Advisory Board on
