

**Chicago Executive Airport
Committee Rules and Procedures**

Noise Advisory Committee

- I. Member Qualifications and Responsibilities
 - A. Each member is expected to attend meetings and to participate in committee activities.
 - B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.
 - C. No committee member shall speak on behalf of the committee or Chicago Executive Airport to the public or media. (First incident a warning and second incident removal from committee)
 - D. The committee shall be made up of these seven (7) members: One (1) resident each from the Village of Wheeling, City of Prospect Heights, Village of Mount Prospect; One (1) elected official from both the Village of Wheeling and City of Prospect Heights; One (1) member of the airport Board of Directors.

- II. Member Appointment and Terms
 - A. Committee candidates are required to submit a committee application, found on the airport's website, www.chiexec.com.
 - B. Members are appointed by recommendation of Executive Director and approved by the Board of Directors.
 - C. Members are appointed to a two-year term.
 - D. Former committee members may re-apply to the committee after a one-year hiatus.
 - E. Committee candidate applications are to be submitted the Wednesday before the regularly scheduled February and August Board of Directors meetings.

- III. Committee Operation
 - A. Meetings will be held at 6 p.m. on the first Wednesday of March, June, September and December unless otherwise specified.
 - B. Meetings will be held at the airport administration building, unless otherwise announced.
 - B. The Executive Director will develop an agenda for each meeting, and shall preside over all meetings.
 - C. Meeting sessions will be limited to approximately one hour.
 - D. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation only. The Board of Directors will make any final decisions.
 - E. A quorum will consist of a simple majority of appointed members.
 - F. Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate officials.