

# BYLAWS OF THE NEW YORK COMMUNITY AVIATION ROUNDTABLE

## MISSION AND PURPOSE

The purpose of the New York Community Aviation Roundtable (NYCAR) is to consider community concerns about aviation-related public health and environmental issues; resolve problems through a cooperative sharing of information and authority among members; provide a public forum to air on-going citizen concerns; create a mechanism to facilitate cooperation and communication among member stakeholders; participate in planning for future procedures and changes in aviation; and explore and recommend creative solutions to mitigate noise and environmental problems over affected communities.

Roundtable members will accomplish these tasks by establishing strategic performance objectives; gathering information and data; collecting, analyzing, reviewing and reporting performance data; measuring outcomes; assessing whether goals have been accomplished; and collectively implementing other activities considered necessary by the members to further the mission and purpose of the Roundtable.

This working group is comprised of representatives of stakeholders affected by airport operations in and out of area airports, including community members, appropriate agency representatives, elected and appointed officials and airport employees. (See Appendix 1 for Mission and Purpose Guidelines.)

## ARTICLE I: ORGANIZATION NAME AND DEFINITIONS

A. The name of this organization shall be the New York Community Aviation Roundtable.

B. Definitions. The following words, when used in these Bylaws, or in any amendment to these Bylaws, shall have the following meanings:

“Roundtable” shall mean and refer to the full membership of the New York Community Aviation Roundtable.

“Airport Committee” shall mean and refer to the two standing Airport Committees that make up the Roundtable; the JFK Airport Committee and the LGA Airport Committee.

“Roundtable Coordinating Committee” shall mean and refer to the Officers of each Airport Committee.

“Officer” shall mean and refer to the Chair, First Vice-Chair, Second Vice-Chair, Corresponding Secretary and Recording Secretary elected by Airport Committee members.

“Member” shall mean and refer to every entity or person who holds membership in the Roundtable or Airport Committee as applicable.

“Bylaws” shall mean and refer to these Bylaws, as amended from time to time.

“Entity Delegates” shall refer to the appointees selected to represent Entity Members (elected officials, agencies, industry-related and community stakeholder organizations) of the Roundtable.

“Alternates” shall refer to appointees who are selected to represent entities if the Entity Delegate is unable to attend.

## ARTICLE II: ORGANIZATION AND STRUCTURE OF THE ROUNDTABLE

A. Airport Committees. The Roundtable shall consist of two standing Airport Committees: the JFK Airport Committee and the LGA Airport Committee. Each Airport Committee shall meet at times and places designated by the Airport Committee’s officers, but in any event no fewer than 4 times in a calendar year. Each Airport Committee may act unilaterally, without the involvement of the other Airport Committee, with respect to any Single Airport Issue, as defined herein. With respect to any Shared Airport Issue, as defined herein, the Aviation Roundtable may act collectively, through the involvement of both of the two Airport Committees. After Committee discussion or meeting, if there is a question as to whether an issue is a Single Airport Issue or a Shared Airport Issue, as defined herein, the Chairs of each Airport Committee, or their respective designee(s), shall meet and confer to resolve such disagreement.

“Single Airport Issue” may include:

- issues pertaining to airport generated noise and the 14 CFR Part 150 Airport Noise Compatibility Planning Study being conducted for each airport;
- issues regarding the allocation of takeoff and landing slots at each airport;
- consideration of any airfield changes at each airport; consideration and effectuation of any terminal improvement or redevelopment projects at each airport;
- issues pertaining to air pollution emissions generated by the operations of each airport
- access and parking issues;
- consideration of potential revisions to airport-specific rules and regulations e.g. the “perimeter rule” restricting the length of flights to or from LGA;
- issues related to flight procedures that only affect one airport; and
- any other issue pertaining to airport operations that has a direct impact on the operations of one of the airports and the communities surrounding that airport.

“Shared Airport Issue” may include:

- issues pertaining to the 14 CFR Part 150 Airport Noise Compatibility Planning Study being conducted at either airport;
- the use of airspace by aircraft operating at each airport, and the impact that such usage of airspace has on the operations of the other airport, as well as other airports in the region;
- consideration of any changes in the flight procedures used at each airport, including procedures for takeoffs and landings at each airport and any changes in the runways used for takeoffs and landings;
- issues related to the impact of aircraft noise related to the operations of each airport; and
- any other issue pertaining to airport operations that has a direct impact on the operations of both of the airports and the communities surrounding those airports.

B. Other standing and *ad hoc* committees of the Roundtable may be created by vote of the members after recommendation by the Roundtable Coordinating Committee, an Airport Committee or any Member of the Roundtable.

1. After Roundtable Members have heard and taken action on the final recommendations of an *ad hoc* committee, it will cease to exist unless the members determine that the committee should reconvene for further study.
2. Standing committees of the Roundtable and/or Airport Committees may include, but are not limited to a Financial Committee, Work Plan Committee, and TAC Liaison Committee.

C. The Officers of the Airport Committees shall be elected by vote of the Airport Committees.

D. The Airport Committee Chair may appoint any Airport Committee Member to serve as Chair of any of its committees.

E. Roundtable Coordinating Committee. There shall be a Roundtable Coordinating Committee comprised of the Officers of each Airport Committee. The chairs of the individual Airport Committees will serve as Co-Chairs of the Coordinating Committee and the Roundtable as a whole. The purpose of the Roundtable Coordinating Committee shall be to facilitate communication and coordination of activities between the individual Airport Committees, foster exchange of information, and help to negotiate differences between the Airport Committees when necessary.

### ARTICLE III: CATEGORIES OF MEMBERSHIP IN THE ROUNDTABLE

A. Members of the Roundtable are listed in Appendix 2. Membership may be amended as provided in the bylaws.

#### 1) Entity Members

- a. Entities of the Roundtable are elected officials, agencies, industry-related and community stakeholder organizations
- b. Community Stakeholder organizations are eligible to apply for membership which have a formal structure including By-Laws, membership and regular meetings. They may apply for membership according to Article III C.
- c. Each entity will have a designated number of delegates and alternates to the Roundtable.
  - i. Delegates and alternates will be appointed by the entities that they represent.
  - ii. Delegates and alternates serve at the pleasure of their designating Members.
  - iii. Each Entity Member shall designate alternate(s) to represent an Entity Delegate(s) when a delegate is absent.

2) Citizen Members - There shall be up to two (2) Citizen Members on each Airport Committee. Citizen Members will be admitted after being nominated and seconded by members of their respective Airport Committees and approved by a majority of the Airport Committee members at a scheduled meeting of the Airport Committee. Citizen Members will be accorded the same status, rights and obligations as other Roundtable Members. Citizen members will serve 2-year terms. Citizen members do not have alternates.

3) Roundtable Advisors-- Roundtable Advisors are non-voting members who provide technical expertise and information to the Roundtable.

B. No delegate or alternate of any Entity Member or Citizen Member will be compensated or reimbursed by the Roundtable for expenses incurred in attending Roundtable functions.

C. Prospective Entity Members of the Roundtable may make application to the Co-Chairs of the Roundtable for admission. An application must be approved at a regular meeting of the Roundtable by a majority of the members. A new Entity Member and the number of designated delegates shall be assigned to the appropriate Airport Committee by the Coordinating Committee.

D. Removal of Entity Delegates and Alternates--After notification to the Member, an Entity Delegate or Alternate may be removed by other than the designating Member, only for cause and by a vote of two-thirds of the Roundtable Entity Delegates and Citizen Members at a scheduled Roundtable meeting or at a special Roundtable meeting in accordance with these bylaws. Upon removal of the delegate or alternate, the Entity Member may appoint/designate another Delegate and/or Alternate.

#### ARTICLE IV: OFFICERS AND ELECTION OF OFFICERS

A. By majority vote of the Airport Committee members, each Airport Committee shall elect one Chair, a First Vice-Chair and Second Vice-Chair, a Corresponding Secretary and a Recording Secretary. No elected official in public office may serve as an officer of an Airport Committee.

B. Officers of both airport committees shall be elected for one-year terms.

C. The Roundtable Coordinating Committee shall consist of the Chairs of each of the Airport Committees, serving as Co-Chairs of the Coordinating Committee, and the remaining officers of each Airport Committee. The Coordinating Committee shall establish the operating structure of the Coordinating Committee.

D. No elected official may serve as an Officer of the Roundtable Coordinating Committee.

E. The Co-Chairs of the Roundtable Coordinating Committee will preside at all Roundtable meetings.

F. A special election shall be held to fill officer vacancies for the remainder of the term at the next scheduled meeting of the respective Airport Committee.

G. The Co-Chairs or Vice-Chairs of the Airport Committees may be removed for cause from office at any time by a vote of two-thirds of the Airport Committee Entity Delegates and Citizen Members.

ARTICLE V: VOTING AND DECISION-MAKING BY THE ROUNDTABLE

A. Each Roundtable Delegate or Citizen Member has one vote in meetings of the full Roundtable. Each Delegate or Citizen Member assigned to an Airport Committee has one vote at meetings of the Airport Committee.

B. Entities with multiple seats must appoint multiple delegates in order to take full advantage of their voting strength.

C. A motion, once submitted for approval and seconded at a duly held meeting of an Airport Committee, the Roundtable Coordinating Committee, or the full Roundtable must be approved by a majority (fifty percent plus one) of Members unless otherwise provided for in these by-laws. A motion passed by such a majority shall be the position of the respective committee or Roundtable.

D. The delegates and citizen members of each Airport Committee may discuss and vote by majority vote to approve motions on issues of the respective Airport Committees.

1. Recommended action on a shared airport issue that has been voted and approved by a majority of Airport Committee members must be submitted to the Roundtable Coordinating Committee and shall be appropriately published to all Roundtable Members for a minimum of 14 calendar days before the recommended action will be considered by the Roundtable.

2. Determinations or actions on a single airport issue that has been voted and approved by a majority of Airport Committee shall be published to all Roundtable Members for a minimum of 14 calendar days before submission to the Federal Aviation Administration (FAA), the Port Authority of New York & NJ (PANYNJ) or any other appropriate entity for consideration.

3. An Airport Committee or member may challenge an Airport Committee's determination or action as to the impact of an airport issue on affected communities or on the operations of the Roundtable.

4. In the event of a challenge to an Airport Committee's determination or action on an airport issue, the Roundtable Coordinating Committee will publish the challenge to the full Roundtable for no less than 14 days before convening a meeting of the full Roundtable.

5. At a duly scheduled meeting, the full Roundtable will consider and vote on a challenged airport committee determination or action. If the determination or action is approved by the full Roundtable, it is officially deemed adopted by the Roundtable.

E. For time-sensitive items or items that require immediate action, the Roundtable Coordinating Committee shall be authorized to make an executive decision that will be binding upon the Roundtable. That decision shall be made public and reported at the next Roundtable meeting.

#### ARTICLE VI: MEETINGS

A. Roundtable Members will establish the date, time and place of each year's meetings at the first meeting of each calendar year. The Roundtable will meet at least 4 times in the calendar year.

B. Airport Committee members will establish the date, time and place of each year's meetings at the first meeting of each calendar year. Each Airport Committee will meet at least 4 times in the calendar year.

C. A quorum of each Airport Committee will consist of 50% + 1 of the Entity Delegates and Citizen Members of each Airport Committee. A quorum of the full Roundtable will consist of fifty percent plus one (50% + 1) of the entity delegates and citizen members. Without a quorum, the Roundtable and Airport Committees may not vote or otherwise take action on agenda items but may continue a meeting for informational purposes.

D. Roundtable meetings and meetings of the Airport Committees will be open to the public except when members must meet in executive session to discuss matters that are required by law to be confidential.

E. Public comment periods will be provided during each meeting of the Roundtable and the Airport Committees.

F. Members of the Roundtable or Airport Committees will be notified of the agenda for each meeting of the Roundtable and the Airport Committees no fewer than 5 calendar days before the scheduled meeting.

G. All meetings of the Roundtable and the Airport Committees will be subject to 14 calendar days' notification of time and place.

H. The adopted minutes for all meetings of the Roundtable and the Airport Committees, except minutes of any Executive Session entered into for cause, shall be posted on the Roundtable website no less than ten calendar days before the next Roundtable or Airport Committee meeting.

#### ARTICLE VII: APPLICABLE LAWS

The Roundtable and its staff will act in accordance with all applicable laws.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

Where applicable and not inconsistent with the Bylaws, standard parliamentary procedures as outlined in the *Democratic Rules of Order*, 9<sup>th</sup> Edition, shall govern the conduct of business at meetings of the Roundtable and Committees. The Roundtable Co-Chairs may also appoint a Parliamentarian, at their pleasure, to advise on procedure.

## ARTICLE IX: AMENDING THE BYLAWS

These Bylaws of the New York Community Aviation Roundtable may be amended upon a vote of two thirds of the Entity Delegates and Citizen Members.

1. Any proposed amendment will be announced, printed and read at the meeting prior to the meeting at which the members will vote on the proposal.
2. An amendment may be proposed by any Roundtable delegate or citizen member at a full meeting of the Roundtable.
3. The amendment shall be issued to the delegates and members of the Roundtable and posted on the Roundtable's website for at least fourteen (14) calendar days prior to the meeting at which a vote to amend will be taken.
4. There will be an opportunity for discussion of the proposed amendment before a vote is taken.

## **APPENDIX 1–Mission and Purpose Guidelines**

The New York Community Airport Roundtable (NYCAR) shall:

1. Review all PANYNJ and FAA airport policies, projects and procedures that may negatively impact the quality of life of the affected communities
2. Discuss community concerns about aviation-related operations and issues in and out of airports under the jurisdiction of the PANYNJ, including but not limited to noise and air pollution, and provide recommendations for viable solutions, mitigation and equity by resolution and follow-up actions, with the emphasis on community livability and economic vitality.
3. Assist the PANYNJ in defining criteria and principles as well as creating effective mechanisms to facilitate cooperation and communication for engaging affected communities in public involvement processes for airport projects, both current and future; provide a formal public forum to air on-going citizen concerns; serve as a sounding board for PANYNJ staff to test ideas, messages and informational materials with special attention to clarity, accessibility and relevance to the issues of concern to the public.
4. Explore, participate and motivate “win-win” outcomes for planning for future procedures and changes in aviation, for example Next-Gen, in the affected areas, drawing on the experience and expertise of all stakeholders.
5. Provide input and oversight for airport planning activities.
6. Report/communicate in an advisory capacity to the PANYNJ, the Counties of the City of New York and Nassau, New York City, New York State, FAA and other stakeholders.

## APPENDIX 2—Membership

LGA COMMITTEE	
U.S. House of Representatives	# of Votes
US Congressional District 3	1
US Congressional District 6	1
US Congressional District 8	1
US Congressional District 12	1
US Congressional District 14	1
Queens Borough President	# of Votes
Queens Borough President	1
Queens Borough President	1
New York State Senate	# of Votes
NYS Senate District 2	1
NYS Senate District 11	1
NYS Senate District 13	1
NYS Senate District 16	1
NYS Senate District 18	1
New York State Assembly	# of Votes
NYS Assembly District 26	1
NYS Assembly District 27	1
NYS Assembly District 34	1
NYS Assembly District 35	1
NYS Assembly District 36	1
NYS Assembly District 40	1
NYS Assembly District 85	1
New York City Council	# of Votes
NYC Council District 8	1
NYC Council District 19	1
NYC Council District 20	1
NYC Council District 21	1
NYC Council District 22	1
Queens Community Boards	# of Votes
Queens Community Board 1	1
Queens Community Board 2	1
Queens Community Board 3	1
Queens Community Board 4	1
Queens Community Board 5	1
Queens Community Board 6	1
Queens Community Board 7	1
Queens Community Board 8	1
Queens Community Board 11	1
Bronx Community Boards	# of Votes
Bronx Community Board 10	1
Bronx Community Board 2	1
Queens Chamber of Commerce	# of Votes
Queens Chamber of Commerce	1
Business/Councils	# of Votes
Airport Development Council	1
Airlines (American)	1
Airlines (Delta)	1
LAAMCO	1
Local Airport-Related MWBE	1
Other	# of Votes
Citizen Members	2
Community Stakeholders	

Advisors (Non-Voting)
FAA
Port Authority of NY & NJ
NYC & CO
NYCEDC

<b>Total Members - LGA</b>	<b>43</b>
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JFK COMMITTEE	
U.S. House of Representatives	# of Votes
US Congressional District 3	1
US Congressional District 4	1
US Congressional District 5	1
US Congressional District 5	1
Queens Borough President	# of Votes
Queens Borough President	1
Queens Borough President	1
New York State Senate	# of Votes
NYS Senate District 7	1
NYS Senate District 6	1
NYS Senate District 9	1
NYS Senate District 10	1
NYS Senate District 14	1
NYS Senate District 15	1
New York State Assembly	# of Votes
NYS Assembly District 19	1
NYS Assembly District 20	1
NYS Assembly District 22	1
NYS Assembly District 23	1
NYS Assembly District 29	1
NYS Assembly District 31	1
NYS Assembly District 32	1
NYS Assembly District 33	1
New York City Council	# of Votes
NYC Council District 27	1
NYC Council District 28	1
NYC Council District 31	1
NYC Council District 32	1
Nassau County Executive	# of Votes
Nassau County Executive	1
Town Of North Hempstead	# of Votes
Town of North Hempstead	1
Town Of Hempstead	# of Votes
Town of Hempstead	1
Queens Community Boards	# of Votes
Queens Community Board 9	1
Queens Community Board 10	1
Queens Community Board 12	1
Queens Community Board 13	1
Queens Community Board 14	1
Brooklyn Community Boards	# of Votes
Brooklyn Community Board 5	1
Queens Chamber of Commerce	# of Votes
Queens Chamber of Commerce	1
Business/Councils	# of Votes
Airport Development Council	1
Airlines (Jet Blue)	1
Airlines (Delta)	1
KAAMCO	1
JFK Chamber of Commerce	1
Local Airport-Related MWBE	1
Airport Cargo Industry	1
Other	# of Votes
Citizen Members	2
Community Stakeholders	

Advisors (Non-Voting)
FAA
Port Authority of NY & NJ
NYC & CO
NYCEDC

<b>Total Members - JFK</b>	<b>43</b>
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