

**Centennial Airport Community Noise Roundtable (CACNR)
By-Laws**

Adopted June 2, 2010

Article I – Purpose of Bylaws

The purpose of these by-laws is to establish guidelines for the internal structure and conduct of meetings of the Centennial Airport Community Noise Roundtable (hereinafter referred to as CACNR), and its interface with elected and/or appointed officials, and the general public.

Article II – Statement of CACNR Purpose

- a. CACNR is a voluntary association of the Airport Authority, neighboring communities, federal and state agencies and airport users created to address aircraft noise issues impacting the communities surrounding Centennial Airport.
- b. In a non-adversarial, interactive and collaborative open forum, CACNR will seek to identify the dimension of noise issues, discover possible mitigation actions, find opportunities for implementation, and evaluate the effectiveness of the mitigations.
- c. While CACNR's initial efforts in the development and implementation of a Work Program will be directed to noise issues associated with current aircraft operations, consideration of future noise issues also will be addressed, including interaction with roundtable activities at other airports.

Article III – Membership & Participation (also see Appendices I and II below)

- a. A city or town, county, and local, state or federal aviation agencies and organizations may participate in CACNR by submitting a letter of interest/intent to the Chair of CACNR. In that letter, the jurisdiction, agency or organization shall formally designate its official representative(s), and alternate(s) who is/are authorized to act in a designee's absence. Any jurisdiction, agency, or organization submitting such a letter must demonstrate noise impacts from Centennial Airport. CACNR membership will be granted upon approval of the entity's letter of interest/intent by a majority of CACNR voting representatives present at the meeting when such vote is taken.
- b. Each city or town will have one voting representative and one alternate. Each county will have two voting representatives and two alternates. Each county shall appoint one representative from its unincorporated area and one official representing the county as a whole.
- c. The participation and advice of local, state and/or federal aviation agencies and organizations are essential to the success of CACNR. Any such agency or organization will have one non-voting representative and one alternate.
- d. Members' representatives/alternates are expected to attend all regular and special meetings. If a member's voting representative or alternate does not attend at least 75% of such meetings, from April through March of the year following, the member will be notified for potential appointment of a replacement(s). A vacancy in the position of any member's representative/ alternate shall be filled as soon as possible by that member.
- e. A member jurisdiction or agency/organization may resign from participation in CACNR at any time by written notice to the Chair.

Article IV - Officers and Terms of Office (also see Appendix II below)

- a. The Officers of CACNR shall consist of a Chair, Vice Chair, Secretary, and Treasurer, elected from the voting membership by a majority of the voting representatives present at the meeting when elections are held. All officers will continue to hold voting rights during their terms. Terms of office shall be one year. Elections shall be held at the March meeting of each year and officers will serve from April through March of the year following. There shall be no term limits.
- b. The officers of CACNR may resign from their positions at any time with written notification to CACNR. Upon resignation of the Chair, and until such time as new elections are held, the Vice Chair shall serve as the Chair. Upon resignation of the Vice Chair, Secretary, or Treasurer, the Chair shall appoint a new officer subject to approval of a majority of the voting representatives present at the meeting when any appointment is made.
- c. In the absence of the Chair at a meeting, the Vice Chair shall assume the chair for that meeting. In the absence of the Secretary at a meeting, the Chair will appoint a Secretary for that meeting.

- d. The Treasurer shall be the principal finance officer of CACNR; monitor and provide oversight for CACNR funds and expenses; and provide financial reports to CACNR at every regular meeting and as otherwise requested.
- e. Checks from any CACNR account shall be signed by the Treasurer and the Chair. The Vice Chair or Secretary shall be authorized to sign checks in the absence of the Chair or the Treasurer.

Article V – Conduct of Meetings

- a. All meetings of CACNR shall be open to the public.
- b. Meetings of CACNR shall be conducted in accordance with Robert’s Rules of Order Newly Revised.
- c. A quorum of CACNR shall consist of fifty percent of the voting representatives, one of whom must be the Chair or Vice Chair. In the event fifty percent of the voting representatives is an even number, a quorum shall be fifty percent plus one.
- d. To assure advancement of the work of CACNR through active participation in the formation and implementation of CACNR’s Work Program, all present at meetings will be expected to present new, supportive, or differing ideas or testimony in a cooperative, respectful and objective manner.
- e. To preserve the integrity of CACNR, it is crucial for voting and non-voting representatives to keep the identity of the public, including names and exact addresses and the identity of pilots and/or tail numbers, confidential except during public testimony where names, subdivisions, and cities will be identified for the public record.

Article VI – Schedule and Location of CACNR Meetings

- a. Regular meetings of CACNR shall be held monthly at a time and location agreed upon by a majority of CACNR voting representatives. The official meeting time shall be 7:00 PM to 9:00 PM unless otherwise agreed to by the voting representatives.
- b. Special meetings shall be held at the request of no fewer than 25% of the voting representatives at a time and place to be determined by the Chair, but within one week of the request having been made.

Article VII – Notice of Meetings

Notice of CACNR meetings shall be given to all representatives at least 72 hours in advance of each meeting. Notice shall include an agenda which has been formalized by the Chair. Posting of the meeting agenda shall also be done on the Centennial Airport website at www.centennialairport.com.

Article VIII – Record of Meetings and Availability of Materials

- a. The motions, actions and essential elements of each meeting shall be recorded by the Secretary and made available to CACNR members’ representatives as well as to the public. This record shall be reviewed, corrected as necessary and approved by CACNR. All records of CACNR meetings will be posted on the Centennial Airport website after approval. The Secretary is also responsible for updates to the Work Program, which will be posted on the Centennial Airport website.
- b. Materials that are a significant part of CACNR deliberations shall, whenever possible, be sent in advance to all representatives via electronic mail. A sufficient number of copies of these materials shall also be available for the public in printed form at CACNR meetings.
- c. The CACNR Work Program shall be reviewed annually, for notation of work completed, the need to revise any portion thereof, or the need to add or delete goals for the coming year. Such review shall take place at the March meeting, with notice provided by the Secretary at the February meeting of each year.

Article IX – Public Participation

Specific opportunities for public comment shall be designated on each meeting agenda. At the discretion of the Chair, opportunities for public comment may be offered during discussion of specific topics or during presentations.

Article X – Committees

- a. The Chair, at his/her discretion, may appoint committees to work on specific issues that come before CACNR. Committee chairs shall be appointed by the CACNR Chair and shall be CACNR representatives. Committee membership shall include appropriate or interested CACNR representatives, and may include members of the public with skills or knowledge relevant to the committee’s assignment.

- b. Any recommendations from CACNR committees shall be considered final and official only upon approval of a majority of the voting representatives of CACNR.

Article XI – Amendments to the By-Laws

- a. These by-laws may be amended by a majority vote of CACNR voting representatives present at any regularly scheduled meeting. Proposed amendments shall be drafted by at least 25% of the voting representatives and submitted in writing to the Secretary no later than one week before the next meeting. Written notification of the proposed amendments shall then be provided, via email, to all representatives at least 72 hours in advance of that meeting.

APPENDIX I
INITIAL MEMBERS OF CACNR*
2009 – 2010

VOTING MEMBERS

Arapahoe County (2)
Douglas County (2)
Aurora, City of (1)
Castle Pines North, City of (1)
Castle Rock, Town of (1)
Centennial, City of (1)
Foxfield, Town of (1)
Greenwood Village, City of (1)
Lone Tree, City of (1)
Parker, Town of (1)

NON-VOTING MEMBERS

Aircraft Owners and Pilots Association (AOPA)
Colorado Airport Business Association (CABA)
Colorado Department of Transportation – Aeronautics
Division (CDOT)
Federal Aviation Administration Centennial Control Tower
Federal Aviation Administration Airports District Office (FAA)
Federal Aviation Administration Terminal Radar Approach
Control (TRACON)

*The following were also invited to become initial members of CACNR, but subsequently decided not to be involved: Cherry Hills, and the City and County of Denver.

APPENDIX II
RESPONSIBILITIES OF CACNR MEMBERS, REPRESENTATIVES/ALTERNATES, AND OFFICERS

MEMBERS Members of CACNR will:

- 1. appoint their representatives and alternates, or their replacements, in a timely fashion;
- 2. understand and support the objectives and activities of CACNR;
- 3. communicate with CACNR through their representatives/alternates.

REPRESENTATIVES/ALTERNATES: All members' representatives/alternates to CACNR will:

- 1. coordinate with each other to assure their member's representation at all CACNR meetings;
- 2. become familiar with the agenda and other meeting materials prior to each meeting;
- 3. assure confidentiality of designated information shared during CACNR meetings;
- 4. support the work of CACNR through active participation in the formation and implementation of CACNR's Work Program;
- 5. present new or differing ideas in a cooperative, respectful and objective manner;
- 6. assume responsibilities related to the CACNR Work Program as requested by the Chair.

CHAIR The Chair of CACNR will:

- 1. chair all regular and special meetings of CACNR, and coordinate with the Vice Chair if unable to be present at any meeting;
- 2. assure business of CACNR is conducted in accordance with Robert's Rules of Order Newly Revised;
- 3. assure business of CACNR is conducted with decorum and with respect for differing points of view;
- 4. notify any member whose representative(s) or alternate(s) have not attended at least 75% of CACNR meetings as established in Article III d. of the bylaws, or have behaved in a manner detrimental to the advancement of CACNR's Work Program or have displayed disruptive or rude behaviors, documenting such absences or behaviors, and requesting replacement of that representative or alternate;
- 5. represent CACNR to the general public and at outside functions as appropriate;
- 6. coordinate CACNR activities with Centennial Airport, the FAA, and any other appropriate agencies or organizations;

7. oversee implementation of the CACNR Work Program and develop plans to advance its various components;
8. as necessary, appoint committees to address the various matters relating to CACNR's Work Program;
9. upon the resignation of any officer, appoint a replacement to fill the unexpired term, subject to the approval of CACNR's voting representatives;
10. upon the absence of the Secretary at any meeting, appoint a temporary replacement for that meeting;
11. sign CACNR checks;
12. determine the time and place for any special meeting requested by at least 25% of the voting representatives;
13. prepare the agenda for all regular and special meetings, in coordination with Centennial Airport staff;
14. in coordination with the Treasurer, prepare a CACNR budget for approval of the voting representatives;
15. assume other responsibilities and tasks as directed by the members' representatives.

VICE CHAIR The Vice Chair of CACNR will:

1. perform the duties of the Chair in her/his absence;
2. work closely with the Chair to develop and implement plans to advance CACNR's Work Program;
3. assist the Chair in monitoring the implementation of the CACNR Work Program;
4. sign CACNR checks in the absence of either the Chair or the Treasurer;
5. assume other responsibilities and tasks as requested by the Chair or as directed by the members' representatives.

SECRETARY The Secretary of CACNR will:

1. be accountable for taking and processing minutes of each regular and special meeting of CACNR;
2. record meeting attendance at each regular and special meeting of CACNR;
3. coordinate with airport staff to assure maintenance of the CACNR archives;
4. assure the records of all meetings are available to the members' representatives and to the general public;
5. assume responsibility for maintaining and updating the CACNR Work Program;
6. provide for notice of the annual review and updating of the CACNR Work Program as required by the bylaws;
7. receive any written, proposed amendments to the bylaws, confirm such amendments have been provided by at least 25% of the members' voting representatives, and provide electronic notification of the proposed amendments to the CACNR members' representatives at least 72 hours in advance of the next meeting.
8. sign CACNR checks in the absence of either the Chair or the Treasurer;
9. assume other responsibilities and tasks as requested by the Chair or as directed by the members' representatives.

TREASURER The Treasurer of CACNR will:

1. serve as the principal finance officer of CACNR;
2. monitor and provide oversight for CACNR funds and expenses;
3. in coordination with the Chair, prepare a CACNR budget for approval of the voting representatives;
4. provide financial reports to CACNR at every regularly scheduled meeting, and as otherwise requested;
5. sign CACNR checks;
6. Assume other responsibilities and tasks as requested by the Chair or as directed by the members' representatives.