

RESTATEMENT OF BY-LAWS
FOR
TITUSVILLE-COCOA AIRPORT AUTHORITY
TITUSVILLE-COCOA AIRPORT DISTRICT

Effective October 21, 2002

ARTICLE I

OBJECTIVES AND PURPOSES

SECTION 1. The objectives and purposes of the Titusville-Cocoa Airport Authority shall be those set forth in Chapter 63-1143, Laws of Florida, 1963, as amended.

ARTICLE II

MEMBERSHIP

SECTION 1. Membership shall be in accordance with the provisions of Chapter 63-1143, Laws of Florida, 1963, as amended.

ARTICLE III

MEMBER ATTENDANCE

SECTION 1. In order for the Airport Authority to carry out its duties and responsibilities to the best of its ability, it is important for members to attend as many meetings as possible.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1. The Authority shall elect from its members a Chairman, a Secretary, a Treasurer, and a Vice Chairman. Any person may hold two or more offices, except that the Chairman may not also be the Secretary.

SECTION 2. The officers of the Airport Authority shall be elected by said Authority for a term of one (1) year, or until their successors are qualified and elected. The Authority shall, from their number, fill any vacancy in office for the unexpired term thereof.

SECTION 3. Chairman: The Chairman shall preside at all meetings of the Authority and shall have the power to appoint necessary committees and shall be empowered to sign all legal documents in the name of the Titusville-Cocoa Airport Authority.

SECTION 4. Secretary: The Secretary or his or her designated agent, shall compile the agenda for the meetings of the Authority. He or she shall keep the minutes of all Authority meetings, and maintain a record of attendance. He or she shall compile and mail meeting notices and shall prepare such correspondence as directed by the Authority.

SECTION 5. Treasurer. The Treasurer or his or her designated agent who shall be a staff member of the Authority shall receive all monies payable to the Authority and shall deposit same to the credit of the Authority in such depositories as may be approved by the Authority. He or she shall pay all bills properly authorized by the Authority, with appropriate supporting documentation, in accordance with prudent business practices and legal standards. Additionally, the Treasurer shall keep book accounts and records of the receipts and expenditures which shall be open at all times for inspection; provided, that the Executive Director or in his absence the Operations Manager shall, under the general supervision of the Treasurer, keep such book accounts, pay all bills for expenditures in accordance with the approved purchasing procedures of the Authority, and submit to the Authority a monthly register of all such payments. He or she shall make open reports to the Authority as shall be designated by the Authority from time to time.

SECTION 6. Vice Chairman: The Vice Chairman shall, in the absence of the Chairman, or in his inability to act, preside at all meetings of the Authority.

ARTICLE V

MEETINGS

SECTION 1. Regular meetings of the Authority shall be held at a time and date designated by the Board at the Airport Authority offices, Space Coast Regional Airport.

SECTION 2. Adjourned, called or special meetings may be held at any time or place by the Authority, provided, that such meetings shall be held as required, subject to the call of the Chairman or in his absence the Vice-Chairman. Upon written request of four (4) members of the Authority, a special or called meeting shall be held by the Chairman, or in his absence by the Vice-Chairman, or in the absence of both the Chairman and the Vice-Chairman, by the Secretary. The Secretary shall preside for the purpose of electing a temporary Chairman for the special or called meeting.

SECTION 3. Each member shall be notified of the place and date of each meeting by the Secretary by a written notice or by telephone at least 48 hours prior to the meeting.

SECTION 4. All regular meetings or regular adjourned meetings, excluding executive sessions, shall be open to the public as required by law.

ARTICLE VI

ORDER OF BUSINESS

SECTION 1. At regular or regular adjourned meetings open to the public the general order of business before the Authority shall be as follows:

- I. CALL TO ORDER.
- II. ROLL CALL/DETERMINATION OF QUORUM.
- III. APPROVAL OF THE TITUSVILLE-COCOA AIRPORT AUTHORITY MINUTES.
- IV. APPEARANCES.
- V. PRESENTATIONS.
- VI. CONSENT AGENDA.
- VII. OLD BUSINESS.
- VIII. NEW BUSINESS.
- IX. INFORMATION SECTION.
- X. AUTHORITY MEMBERS REPORT.

- XI. PUBLIC AND TENANT'S COMMENTS.
- XII. ADJOURNMENT.

SECTION 2. Citizens present before the Authority shall be invited to speak, according to law, if, in the opinion of the Chairman, time limitations are necessary in order to carry out the agenda, the Chairman may place time limits for each speaker appearing before the Authority.

SECTION 3. The order of business for called or special meetings shall be as follows:

- I. Called to order by the Chairman, Vice Chairman, or temporary elected Chairman.
- II. Roll call.
- III. Determination of a quorum.
- IV. Business which is the subject of the special or called meeting.
- V. Adjournment.

ARTICLE VII

QUORUM

SECTION 1. For the purpose of transacting business at any regular meeting, adjourned, special or called meeting, four (4) members shall constitute a quorum and an affirmative vote of four (4) members shall be required to pass on any matter.

ARTICLE VIII

MINUTES

SECTION 1. The Authority or its designated agent shall keep a record of minutes of all meetings, and these minutes shall become a public record after approval of the Authority.

SECTION 2. It shall be the duty of the Secretary or his or her designated agent to prepare minutes for all regular, adjourned, special, and called meetings of the Authority.

SECTION 3. The Secretary shall sign all minutes, after their preparation and acceptance by the Authority, certifying that the minutes are an accurate and correct record of the proceedings of the meeting.

ARTICLE IX

COMMITTEES

SECTION 1. The Chairman may appoint such committees as he may deem necessary from time to time.

ARTICLE X

HEARINGS

SECTION 1. The Authority may hold public hearings when deemed expedient and necessary on all matters which may come before the Authority.

SECTION 2. Committees or sub-committees, either standing or special, may hold hearings on any matter before such committee as deemed appropriate by the committee concerned with the subject matter. Committees shall not hold official or legal public hearings.

ARTICLE XI

VOTING

SECTION 1. The Secretary shall record the vote of each member in alphabetical order. In no case shall a member request that his or her vote be deferred to a position on the roll call other than alphabetical. The vote of the Chairman shall be last on a roll call vote.

SECTION 2. No member present shall abstain from voting on roll call vote unless it is established that such member has a conflict of interest in the matter being voted upon.

SECTION 3. The Chairman shall be an ex-officio member on all committees, both standing and special, but shall have no vote in committee.

ARTICLE XII

PARLIAMENTARY AUTHORITY AND ORGANIZATION PROCEDURE

SECTION 1. The rules contained in the last revised edition of Roberts' "Rules of Order" as published by the Scott Publishing Company shall apply in all meetings of the Authority and committees to the extent that such rules are not in conflict with these By-Laws. The Authority

and committees thereof shall comply with the organizational procedure set forth in these By-Laws.

ARTICLE XIII

ADMINISTRATION

SECTION 1. The Authority may employ such administrative and other employees as are necessary to accomplish the objectives and purposes of the Authority.

SECTION 2. The Authority may, in its discretion, employ an administrative assistant, who shall be known as Executive Director, at a salary to be fixed by the Authority. The Executive Director shall be the chief executive officer and head of the administration of the Authority. He shall be responsible to the Authority for the proper administration of all affairs of the Authority, and to that end, subject to provisions of Chapter 63-1143, Laws of Florida, 1963, as amended shall have power and shall be required to:

(1) Appoint when authorized by the Authority, and, if necessary for the good of the Authority, remove, all employees of the Authority, other than the Authority's Attorney and Engineer.

(2) Fix the salary of employees of the Authority, within the budget of the Authority.

(3) Endorse on all contracts, bonds and other instruments in writing in which the Authority is interested, his approval of the substance thereof.

(4) Prepare the annual budget for the Authority and submit it to the Authority, and be responsible for its administration after adoption.

(5) Prepare and submit to the Authority, as of the end of the fiscal year, a complete report on the finances and administrative activities of the Authority for the Preceding year.

(6) Keep the Authority advised of the financial condition and future needs of the Authority, and make such recommendations as they may seem to him desirable.

(7) He or she shall be purchasing agent for the Authority, by whom all purchases of supplies

shall be made, subject to the rules and regulations to be prescribed by the Authority and he or she shall approve all invoices for payment of same.

(8) Perform such other duties as may be necessary in the proper administration, excluding policy decisions, of the facilities operated by the Authority, not inconsistent with these By-Laws or with Chapter 63-1143, Laws of Florida, 1963.

ARTICLE XIV

AMENDMENT

SECTION 1. Amendment to these By-Laws must be presented for discussion at one regular meeting and voted upon at the next regular meeting. All proposed amendments must be presented in writing and must be approved by the affirmative vote of at least four (4) members of the Authority.

TITUSVILLE-COCOA AIRPORT AUTHORITY

ATTEST:

Vice Chairman

Chairman

Address: _____ - _____
