



BOARD MEETINGS AND RESOLUTIONS

Purpose

The purpose of this policy is to provide guidance on conducting board meetings and the use of board resolutions.

Legal Authority

- Idaho Code 21-104 – The Board has general supervision over aeronautical matters in the state.
- Idaho Code 21-109 – The Board may establish rules, regulations and standards deemed necessary to fulfill the duties imposed by Title 21 of the Idaho Code.
- Idaho Code 40-314(3) – The Board is authorized to exercise all powers and duties, including the adoption of rules and regulations, deemed necessary to fully implement and carry out the provisions of Title 40 of the Idaho Code and to control the financial affairs of the Board and the Department.
- Idaho Code 49-201 – With the exception of certain provisions that are specifically administered by Idaho school officials, the Idaho State Police or the Idaho Department of Parks and Recreation, the Board administers Title 49 (Motor Vehicles) of the Idaho Code.

Board meetings shall be conducted in accordance with Robert's Rules of Order. When possible, the meetings will be video conferenced with Headquarters and the Districts.

Adopting resolutions is the preferred method for the Board to take action.

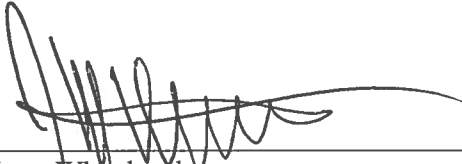
Staff is to submit a resolution with its agenda item for the Board's consideration in advance of the meeting. Resolutions are to be stand-alone documents, providing background on the issue and specifically stating the action the Board is taking.

Last-minute agenda items are to be avoided if possible, however, the Board understands issues come up at the last minute and may need to be presented to the Board at meetings without the Board receiving prior communication or documentation. The agenda items should still be accompanied with a proposed resolution. Additionally, when last minute agenda items are presented, the Board will amend the meeting agenda pursuant to Idaho Code section 67-2343 of the Open Meeting laws.

Resolutions will be official actions of the Board and incorporated into the official minutes. The Executive Assistant to the Board will assign resolution numbers in chronological order of approval.

Resolutions will be in effect for four years, or until the subject matter of the resolution is completed, whichever occurs first. If the specified action has not been completed within four years, the action or direction contained in the resolution becomes null and void, unless renewed by the Board.

Previous Resolutions. Upon signature of this policy, the four-year-life of resolutions becomes effective, retroactively to all outstanding resolutions. Outstanding resolutions which are more than four years old at the time this policy is signed are rescinded.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date 3 / 25 / 15