

# AAPFCO 2015 Winter Annual Meeting Jacksonville, FL

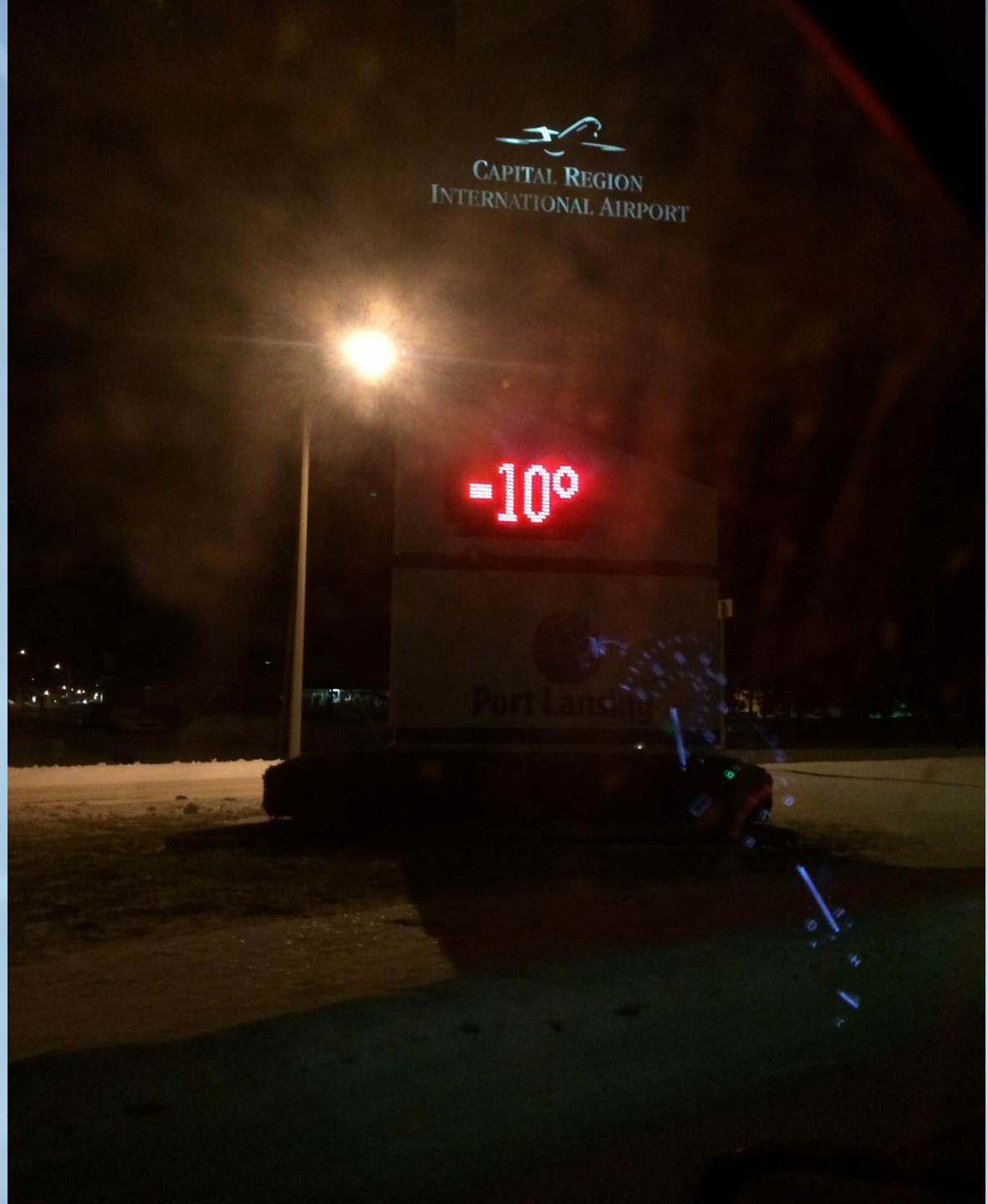


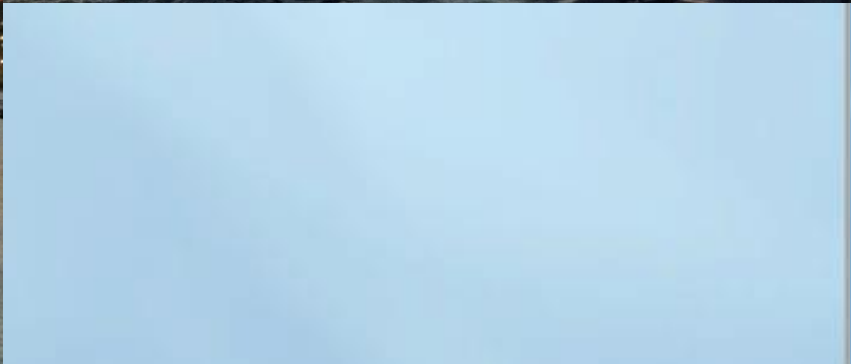
2-15-2015

  
CAPITAL REGION  
INTERNATIONAL AIRPORT

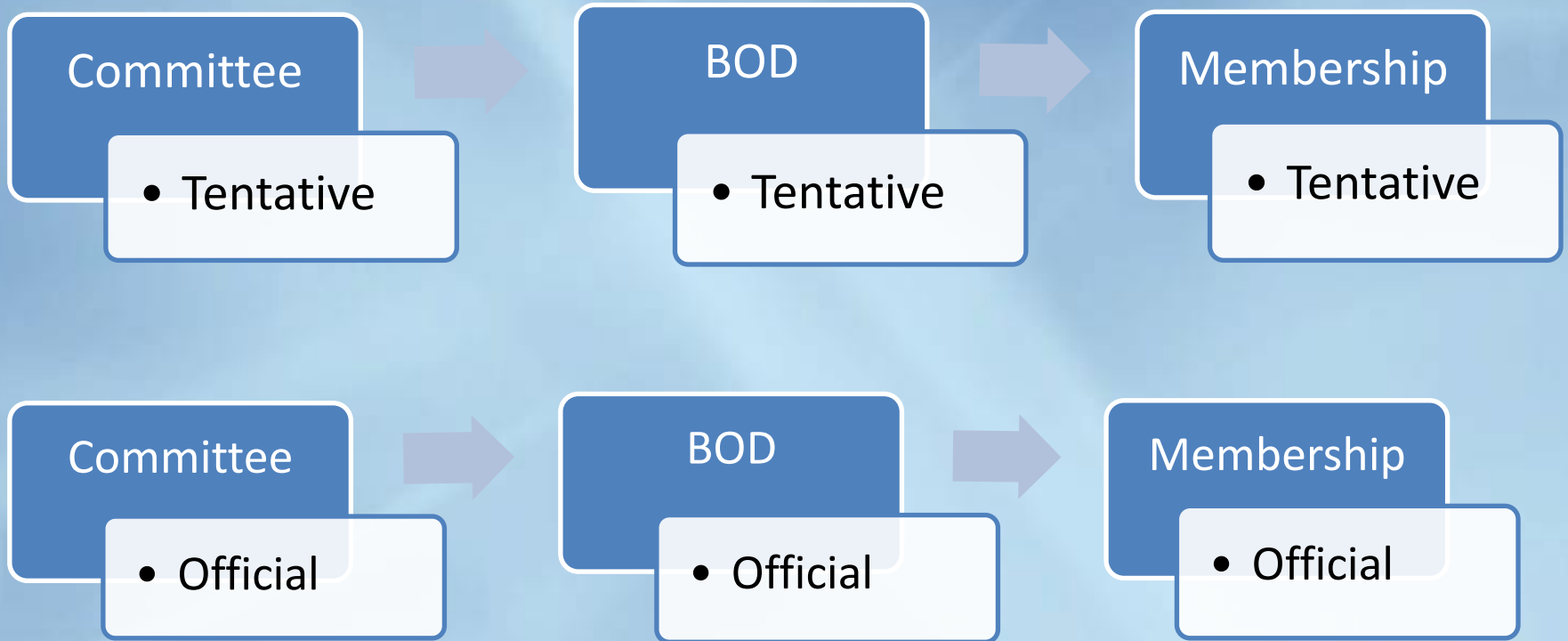
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Port Lansing

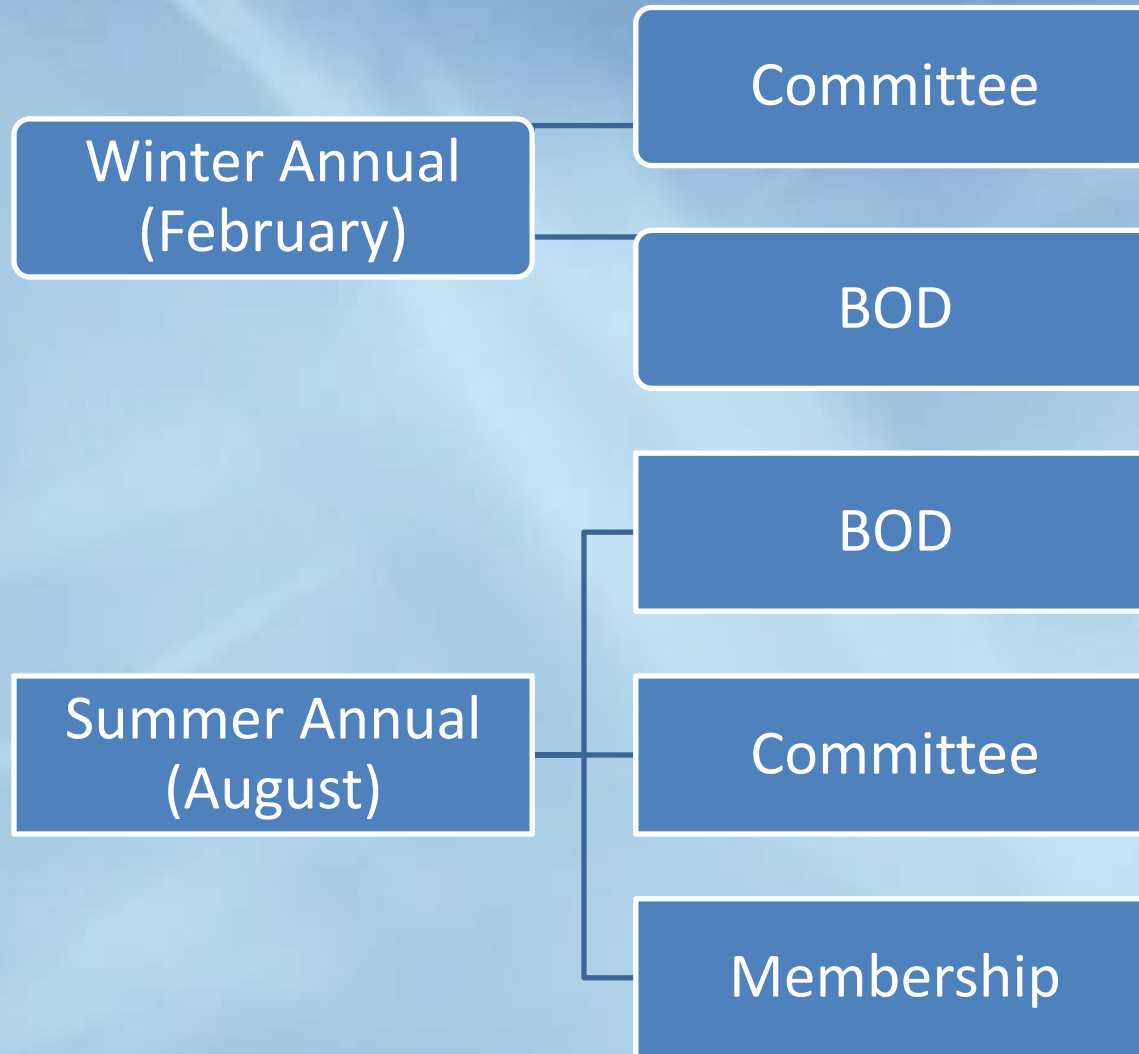




# How a new item or change becomes official



# Old Process



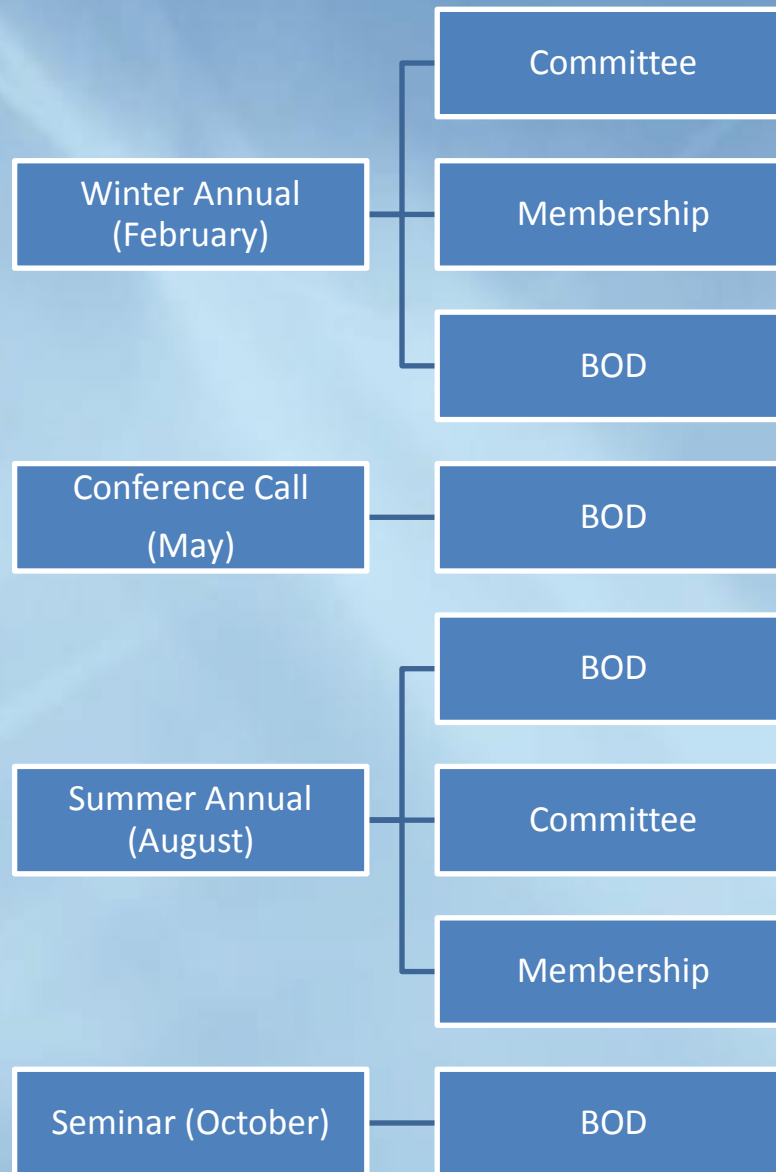
# Old Process Scenario



# Old Process Scenario

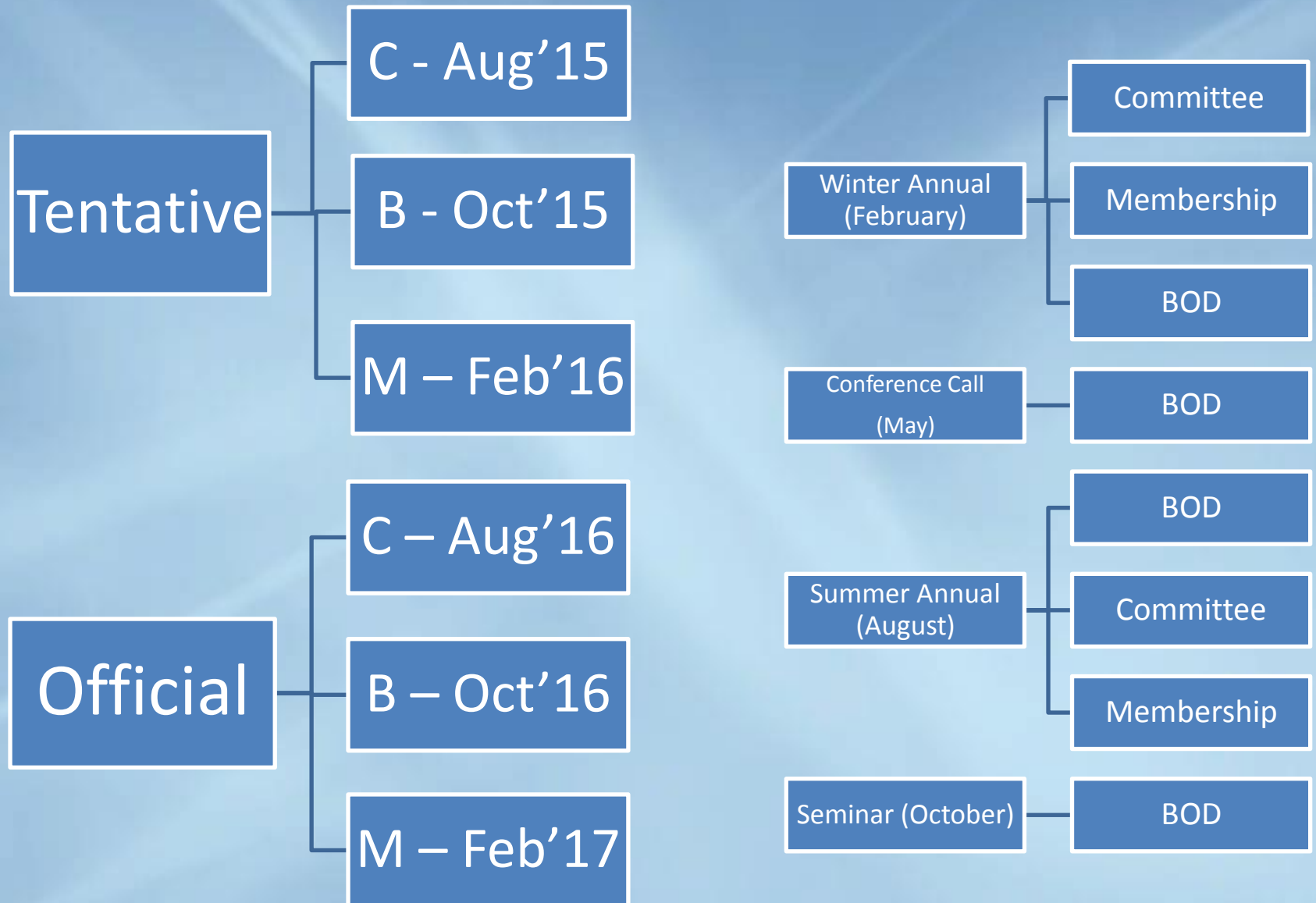


# New Process

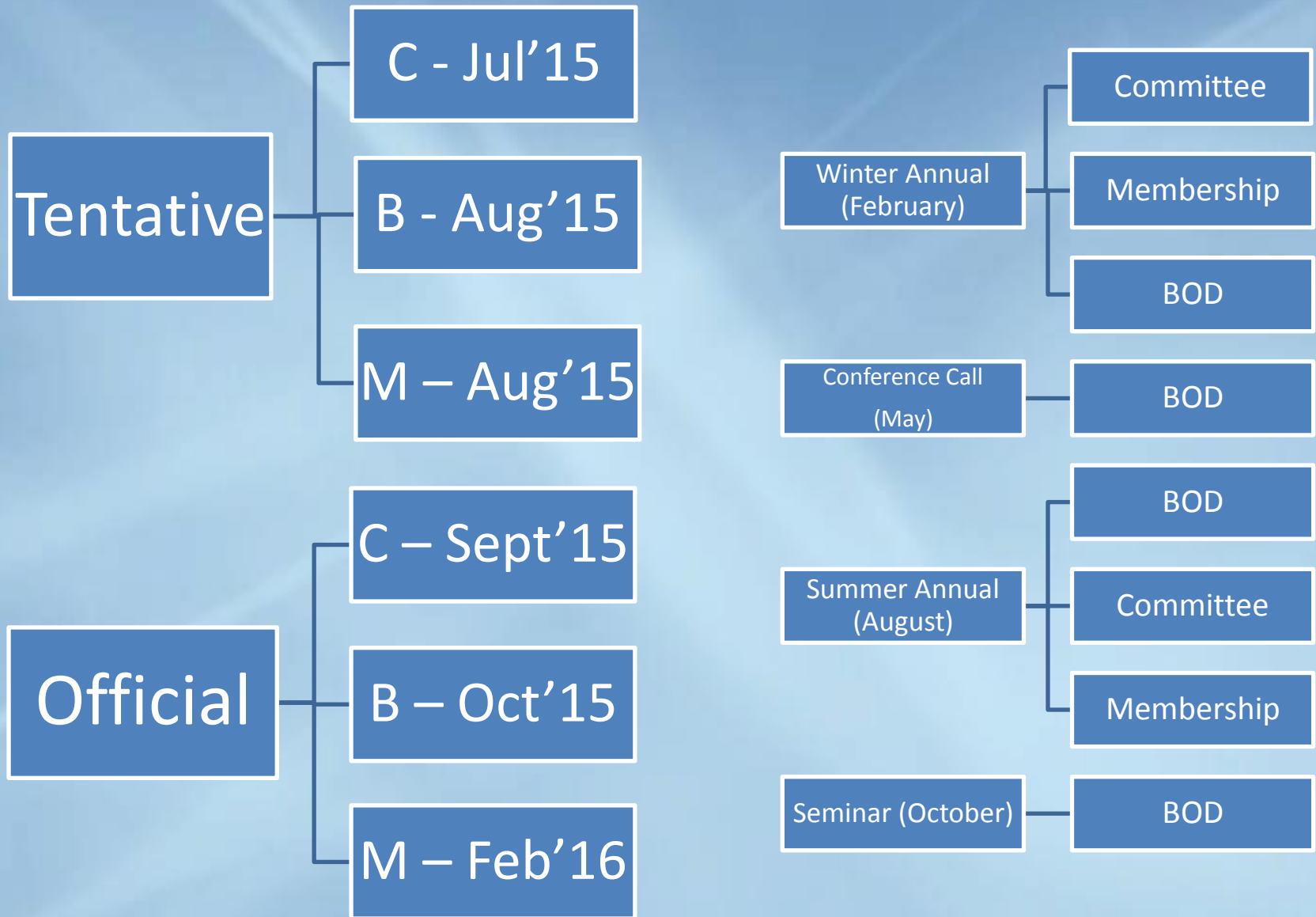




# New Process - 15 month scenario



# New Process - 7 month scenario



# Teleconference Participation Process

# CONFERENCE CALL IN REAL LIFE

- [https://www.youtube.com/watch?v=DYu\\_bGbZiiQ](https://www.youtube.com/watch?v=DYu_bGbZiiQ)

# Teleconference Participation Process

## ATTENDANCE

- Chair will ask committee members to identify themselves.
- Members will offer their names one at a time.
- Once attendance is complete, the agenda will be reviewed and approved by the committee.
- Committee members should announce if they have to sign off before the teleconference meeting is complete (to ensure a quorum and accurate vote count)

# Teleconference Participation Process

## PARTICIPANT ETIQUETTE

- Background noise from participants is picked-up and amplified on the conference leader's phone,
  - Please refrain from sidebar conversations.
- Please place your phone on mute, unless you are speaking, to cut down on ambient background noise. Ensure your phone is muted if you leave the phone for any reason.
- If your line creates a disturbance or has technical difficulties, try muting or hang up and call in again.

# Conference Participation Process

## CONFERENCE CALL VOTING

- Only the Chair or Vice Chair may be in charge of the meeting
  - Unless working group
- Need to give the entire committee 10 business days notice of the call and official action (vote)
- Only voting members can vote
- A motion and a second must be made before any discussion
- Before any motions, seconds, comments or friendly amendments can be made, speakers must

# Teleconference Participation Process

## CONFERENCE CALL VOTING

- Each voting member must be recognized before voting
- Chair shall ask individual members for their vote
- Chair will have someone record the votes of each voting member
- Committee members must identify themselves prior to making a motion
- A motion passes with 75% of the committee members
  - Change to members participating?
- Committee meeting minutes shall be forwarded to the AAPECO Secretary for posting in the OP

# Electronic Voting (email)

- May be used to vote on an item
- A motion can be made by any committee member
- Only the Chair or the Vice Chair may be in charge of the voting
  - Unless working group
- Need to give the entire committee 10 business days notice of the call and official action (vote)
- A motion and a second must be made before any discussion
- Only voting members can vote
- Any replies to an action, friendly amendment or discussion must be available for all to read by use of the "reply all" button





# Electronic Voting (email)

- Must give deadlines for each action
- After second, allow 3 business days for discussion and friendly amendments
- Following discussion and amendments, the Chair shall present the final motion to the committee members for a vote, allowing 3 business days for the vote
  - Consider using Doodle Poll or other mechanism to track
- A motion passes with a 75% vote of the committee members
  - Change to members participating?
- Committee meeting minutes shall be forwarded to the AAPFCO Secretary for posting in the OP

