

**THE BY-LAWS
OF
THE BROADWATER COUNTY and CITY OF TOWNSEND
JOINT CITY-COUNTY AIRPORT BOARD**

Adopted October 22, 2007

Revised 2022

Revised 2023

Approved by the Broadwater County Commissioners and the City Council

Article I

NAME

The name of this Board shall be:

**BROADWATER COUNTY and CITY OF TOWNSEND
JOINT CITY-COUNTY AIRPORT BOARD**

Hereinafter referred to as the "Board" (AB)

Article II

PRINCIPAL OFFICE

The principal office of this Board shall be the Broadwater County Courthouse at 515 Broadway, Townsend, Montana 59644.

Article III

BOARD MEMBERSHIP and RESPONSIBILITY

The Joint City-County Airport Board shall consist of five members to be appointed as follows:

- (1) Three members shall be appointed by the Board of County Commissioners
- (2) Two members shall be appointed by the City Council

Article IV

TERMS

The Terms of the members shall be three-year terms extending from January 31 to February 1; they may be reappointed to additional three-year terms.

Article V

MEETINGS of the BOARD

- A. The Joint City-County Airport Board will meet the 3rd Wednesday of each month at 7 pm in Flynn Building.
- B. Special meetings may be called by the Chairman or a majority of the Board
- C. Notice of meetings will be posted in the County Courthouse and City Hall at least 48 hours before the meeting time

VOTING

- A. A majority of voting members constitutes a quorum
- B. Each member has one vote on each issue
- C. Board members are allowed to attend virtually or via conference phone when needed. Board members are encouraged to attend meetings in person if possible.

OFFICERS AND DUTIES

- A. The officers of the Joint City-County Airport Board shall be Chairman and Vice Chairman.
 - (1) The Officers shall be members and will be elected for a one year term
 - (2) A vacancy in elected office will be filled by election by the board for the remainder of the term
 - (3) Elected officers may serve consecutive terms in the same office
- B. The Chairman shall have executive power of supervision and management such as may pertain to the office and such powers and duties as are designated from time to time by the Airport Board
- C. The Vice Chairman shall perform the duties of the Chairman in all cases in which the Chairman is unable to serve
- D. The Secretary of the Joint City-County Airport Board shall provide notice for the meetings, keep minutes of the meetings, take care of correspondence, provide financials, and other tasks as requested

COMMITTEES

The Chairman shall appoint committees as necessary for carrying out the work of the Joint City-County Airport Board

ADMINISTRATION

The Joint City-County Airport Board shall operate under the Montana Codes Annotated Section 67-10-205 and related statutes. An annual report and budget will be submitted to the City Council and County Commissioners by the third Monday in June.

RULES OF ORDER

The Board shall govern all meetings with the regulation in Roberts Rules of Order, Newly Revised

AMENDMENTS

Amendments to the By-Laws may be proposed by any member of the Joint-City-County Airport Board. A written copy of the proposed amendment shall be submitted to the Chairman of the Board, at least seven days before the next regular meeting. If passed, said amendments shall then be considered by the Board of County Commissioners and the Townsend City Council.

These Bylaws are approved by the Broadwater Board of County Commissioners on this date of March 22, 2023



Debi Randolph-Chair



Darrel Folkvord-Member



Lindsey Richtmyer-Member

Revised 2/15/23