

**DALLAS/FORT WORTH**

**INTERNATIONAL AIRPORT**

**BOARD'S RULES OF PROCEDURE**

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## **Section 1**

### **AUTHORITY**

The Contract and Agreement provides that the Airport Board (hereinafter "Board") shall hold at least one (1) public meeting each month and other public meetings as it may deem necessary for the transaction of its general business.

The Contract and Agreement also authorizes the Board to adopt such bylaws governing itself and its operations and affairs as will not be inconsistent with the Contract and Agreement's terms.

## **Section 2**

### **OATH OF OFFICE**

Upon their appointment to the Dallas/Fort Worth International Airport Board, the Chairman shall administer to the newly appointed members and these members shall affirm the following oath of office:

I, (state your name), hereby affirm, to the best of my ability, that I will abide by the Rules of Procedure of the Dallas/Fort Worth International Airport Board and agree to uphold the Airport's governing documents, including the 1968 Contract and Agreement, the Master Bond Ordinance, and the Airline Use Agreement, as they have or may be amended. I further agree, to the best of my ability, to abide by and uphold all rules, regulations, ordinances and laws that apply or may apply to me, as a member of the Airport Board, or to the Dallas/Fort Worth International Airport.

## Section 3

### MEETINGS

- 3.1 **Regular Meetings.** The Board will meet on the first Thursday of each month at times set by the Board, unless postponed or canceled for valid reasons.
- 3.2 **Special Meetings.** The Board Secretary shall call special meetings upon written request of the Chief Executive Officer, Chair of the Board, the Mayor of Dallas, the Mayor of Fort Worth, or three (3) members of the Board.
- 3.3 **Public Notice.** The agenda for all regular and committee meetings and the notice listing items to be considered shall be posted by the Board Secretary on the Airport's official bulletin board and the website in accordance with the Texas Open Meetings Act. [Chapter 551, Texas Government Code]
- 3.4 **Quorum.** A quorum shall consist of any seven (7) members of the Board including at least one (1) member appointed to Place No. 2, 3, 7 or 8, and a concurrence of six (6) members shall be necessary for any official action taken by the Board.
- 3.5 **Chief Executive Officer Participation.** The Chief Executive Officer, or Acting Chief Executive Officer, shall attend all meetings of the Board unless excused. The Chief Executive Officer may make recommendations to the Board and shall have the right to take part in all discussions, but shall have no vote.
- 3.6 **General Counsel Participation.** The General Counsel, or designated Legal Counsel, shall attend all meetings of the Board unless excused and shall, upon request, give an opinion, either written or oral, on questions of law. The General Counsel shall act as the Board's parliamentarian.
- 3.7 **Board Secretary Participation.** The Board Secretary or designee shall attend all meetings of the Board and shall keep accurate records of all actions taken by the Board except during its closed session meetings.
- 3.8 **Board Auditor Participation.** The Board Auditor or designee shall attend all Board meetings to respond to inquiries made by the Board unless specifically dismissed by the Board during all or part of its closed session meetings.
- 3.9 **Closed Sessions.** With the concurrence of Legal Counsel, closed sessions may be held to discuss personnel matters, pending or contemplated litigation, purchase, exchange, lease or value of real property, or other subjects for which a closed session is permitted by law. No vote shall be taken in a closed session on any matter under consideration nor shall any member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board. The Board shall follow the letter

and the spirit of the Texas Open Meetings Act, and closed sessions shall be kept to a minimum.

- 3.10 **Committee Meetings.** During committee meetings, members shall refrain from calling on members of the public to speak unless arrangements are made in advance with the Chair of the Board or Chief Executive Officer.

**Section 4**  
**CODE OF CONDUCT**

**4.1 Board Members.**

- (a) During Airport Board meetings (hereinafter "Board meetings"), members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Board.
- (b) A member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.
- (c) A member desiring to question Airport Board staff shall address questions to the staff member or the Chief Executive Officer who shall either answer the inquiries or request the staff member to respond. Members shall not berate or admonish staff members.
- (d) A member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member. If a Board member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the Board.
- (e) Board members shall confine their questions to the particular matters before the assembly and in debate shall confine the remarks to the issues before the Board.
- (f) When there is more than one speaker on the same subject, members will delay their comments until after all speakers on the subject have been heard.

**4.2 Administrative Staff.**

- (a) Members of the administrative staff and employees of the Board shall observe the same rules of procedures and decorum applicable to members of the Board.

- (b) Although the presiding officer has the authority to preserve decorum in meetings, the Chief Executive Officer also is responsible for the orderly conduct and decorum of all Board employees under the Chief Executive Officer's direction and control.
- (c) The Chief Executive Officer shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by Board employees in Board meetings.
- (d) All persons addressing the Board, including the Chief Executive Officer, other staff members, or members of the public, shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.
- (e) All remarks and questions addressed to the Board shall be addressed to the Board as a whole and not to any individual member.

#### **4.3 Citizens and Other Visitors.**

- (a) Citizens and other visitors are welcome to attend all public meetings of the Board and will be admitted to the Board room in which the Board is meeting up to the fire safety capacity of the room.
- (b) Everyone attending the meeting will refrain from private conversations while the Board is in session.
- (c) Citizens and other visitors attending Board meetings shall observe the same rules or propriety, decorum and good conduct applicable to members of the Board. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Board or while attending the Board meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the Board during that session of the Board. If the presiding officer fails to act, any member of the Board may move to require enforcement of the rules, and the affirmative vote of a majority of the Board shall require the presiding officer to act.
- (d) Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer. Aggravated cases may be prosecuted. In case the presiding officer shall fail to act, any member of the Board may move to require enforcement of the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.
- (e) No placards, banners, or signs will be permitted in the Board room or in any other room in which the Board is meeting. Exhibits, displays, and visual aids used in connection with presentations to the Board, however, are permitted.

- 4.4 **Enforcement.** The Chief Executive Officer, or designee, shall act as sergeant-at-arms for the Board and shall furnish whatever assistance is needed to enforce the rules of the Board.

## Section 5

### DUTIES AND PRIVILEGES OF MEMBERS

- 5.1 **Seating Arrangement.** Members shall occupy the seats in the Board room assigned to them by the Chair of the Board, but any two (2) or more members may exchange seats.
- 5.2 **Right of Floor.** A member who desires to speak must be recognized by the presiding officer. No member shall address the presiding officer or demand the floor while a vote is being taken.
- 5.3 **Conflict of Interest.** A member prevented from voting by a conflict of interest shall leave the Board meeting during the debate, shall not vote on the matter, and shall otherwise comply with the state law and the Contract and Agreement concerning conflicts of interest.
- 5.4 **Right of Appeal.** Any member may appeal to the Board from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly explain the ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "Aye," the ruling of the Chair is sustained; otherwise, it is overruled.
- 5.5 **Voting.**
- (a) Every member present when a question is called shall vote either "Aye" or "No" except on matters involving a conflict of interest or the consideration of the member's own official conduct.
  - (b) After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.
- 5.6 **Demand for Roll Call.** Upon demand of any member for roll call vote, made before the result is announced, the roll shall be called for aye and no votes upon any question before the Board. It shall not be in order for members to explain their vote during the roll call.
- 5.7 **Personal Privileges.** The right of a member to address the Board on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are assailed, questioned, or impugned.

- 5.8 **Dissents and Protests.** Any member shall have the right to express dissent from or protest against any resolution, or other action of the Board and have the reason for the dissent or protest entered in the minutes. Such dissent or protest may be filed in writing and presented to the Board Secretary for placement in the minutes not later than the next regular agenda meeting following the date of the Board's action on the matter.
- 5.9 **Excusal from Attendance.** Members are expected to attend meetings and stay in attendance during each meeting. Members should not miss a Board meeting except for good and valid reasons.
- 5.10 **Absence Because of Official Airport Board Business.** If a member is absent from a Board meeting because he or she is on official Board business, as an officially designated Board representative, the member may request that the Board Secretary record in the minutes for that meeting that the member was absent because of official Board business.
- 5.11 **Attendance Resolution.** By policy of both city councils, any member who is absent for more than three (3) regular meetings in succession, or four (4) regular meetings in any successive twelve-month period, will be required to forfeit their office unless excused by the appointing city council.
- 5.12 **Procedures for Election of Officers.** Prior to the regularly scheduled February Board meeting, the Mayor of Dallas, the Mayor of Fort Worth, and the Board Chair shall discuss a potential slate of candidates to serve as Chair, Vice-Chair, and Secretary of the Board.

At the February Board meeting, this nominating advisory committee shall nominate an individual for each of these three (3) positions. The advisory committee's nominations are treated just as if made by members from the floor. The Chair shall then take additional nominations from the floor. A nomination need not be seconded.

The Chair shall then call for a vote by a show of hands for the position of Chair first, followed by the Vice-Chair position, and then followed by the Secretary position of the Board.

Each officer must be elected by a majority vote of the entire board, which must be at least six (6) board members pursuant to the Contract and Agreement. If a majority vote (six (6) or more votes) is not obtained for a single candidate upon the first ballot, then the candidate with the lowest vote count shall be dropped from the slate of candidates, and another vote is called. This procedure shall continue until there is a majority vote reached for each position.

Each officer shall be elected for a one (1) year term. The election shall take effect immediately.

## Section 6

### CHAIR AND DUTIES

- 6.1 **Chair.** The Chair of the Board, if present, shall preside as chair at all meetings of the Board. In the absence of the Chair of the Board, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Secretary of the Board shall preside. In the absence of all three (3), the Board shall elect a chair. If the Chair of the Board vacates the Chair during a meeting, and the Vice-Chair or Secretary of the Board is not available, the Chair may, subject to the approval of the Board, appoint a temporary chair. The first adjournment puts an end to this appointment.
- 6.2 **Call to Order.** The meetings of the Board shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in the Vice-Chair's absence, by the Secretary of the Board.
- 6.3 **Preservation of Order.** The Chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion.
- 6.4 **Motions and Amendments to be Stated.** The Chair shall state all motions and amendments submitted for a vote and announce the result. A roll call vote shall be taken when requested by a member in accordance with Subsection 5.6.
- 6.5 **Call for Recess.** The Chair may call for a recess at his or her discretion for a designated period of time.

## Section 7

### ORDER OF BUSINESS

#### 7.1 **Agenda.**

- (a) **Preparation and Distribution.** The order of business of each meeting shall be as contained in the agenda prepared as follows:
- (1) The agenda shall be a listing by topic of subjects to be considered by the Board, and shall be delivered to members of the Board in advance of each meeting in accordance with the directives of the Board.
  - (2) The Chair shall determine the contents of the agenda relating to policy items. The Chair shall transmit these items to the Chief Executive Officer in time for distribution at the same time operational items are distributed.
  - (3) The Chief Executive Officer shall present the agenda to the Board.
- (b) **Board Meetings.** The Board will consider the minutes, the consent agenda, and individual items for consideration. The Board shall hear speakers who wish to comment on matters that are scheduled on the Board consent and individual item agenda for that day. The Board shall also hear speakers who wish to comment on matters not on the agenda for that day. Speakers shall appear in accordance with applicable rules established in Subsection 7.3 of these rules.

7.2 **Presentations by Members of Board.** The Chair shall include on an agenda any item to be brought before the Board that is requested by at least four (4) members or by a majority of a Board committee. The item must be placed on the first voting agenda scheduled at least thirty (30) calendar days after receipt of the request, unless the request is withdrawn by any of the original requesting Board members or by a majority of the Board committee, whichever applies.

7.3 **Citizen Speakers.** At Board meetings, a person may address the Board concerning agenda items or address the Board on matters not on the agenda in accordance with the following rules:

- (a) **Speakers to Register.** A person wishing to address the Board must first register with the Board Secretary and provide the following information: Name, address, daytime telephone number, the subject matter to be presented, and whether the subject is on the current Board meeting agenda. A person may register in person, by telephone, or by electronic media. The earliest a person may register for an upcoming Board meeting is the beginning of the next

regular business day following the preceding Board meeting. The deadline for registering to address the Board is 12:00 p.m. the day before the Board meeting.

- (b) **Contacting the Speaker.** On the day before the Board meeting, the Board Secretary will provide the Chief Executive Officer with the registration information of persons who have registered up to that time. The Chief Executive Officer may direct a member of the Board staff to contact the person to try to resolve a problem. Contact by a member of the Board staff should in no way suggest that the person should not appear and address the Airport Board.
- (c) **Speaker Rules.** In order that the Board may properly consider each matter brought to it, speakers are asked to observe the following rules:
  - (1) Only one (1) person may approach the microphone/podium at any one time, and only the person at the microphone/podium will be allowed to speak.
  - (2) There will be no substitutions or pooling of speakers.
  - (3) Speakers should address their comments to the presiding officer rather than individual members or staff. Speakers may not refer to a member by name.
  - (4) Speakers may file copies of their remarks or supporting information with the Board Secretary. The Board Secretary will make the information available to the Board and Chief Executive Officer if requested.
  - (5) Except as provided below, a person who addresses the Board during a public meeting must limit remarks to the specific subject matter being considered by the Board in that public meeting.
  - (6) A registered speaker wishing to address the Board concerning a matter on that Board meeting agenda shall be allowed to do so prior to or at the time the Board considers that item. The time allocated per speaker shall be designated by the Chair but shall not exceed three (3) minutes; provided, however, that the time allotted to a registered speaker who addresses the Board through a translator shall be doubled to ensure that non-English speakers receive the same opportunity to address the Board as English speakers. The Chair shall advise when the speaker's time has expired.
  - (7) A registered speaker wishing to address the Board on a subject matter not on that Board meeting agenda may speak during the period of time set aside at the end of the Board

meeting. A maximum of ten (10) citizens may address the Board on a subject matter not on that Board meeting agenda. During the meeting, the first ten (10) registrants will be called. If a registered speaker is not present, the next name will be called until a total of ten (10) speakers have been heard. The time allocated per speaker shall be designated by the Chair but shall not exceed three (3) minutes. The Chair shall advise when the speaker's time has expired.

## Section 8

### CONSIDERATION OF BOARD ACTIONS AND RESOLUTIONS

- 8.1 Printed Form/Electronic Media.** All Board actions and resolutions shall be presented to the Board in printed form or by electronic media.
- 8.2 General Counsel to Approve.** All Board actions and resolutions shall be approved as to form by the Board's General Counsel.
- 8.3 Distribution of Actions and Resolutions.** The Chief Executive Officer shall prepare copies of all proposed Board actions and resolutions to be available for distribution to all members of the Board at the meeting at which the action or resolution is introduced, or at such earlier time as is appropriate.
- 8.4 Rules of Order.** The most recent edition of Robert's Rules of Order Revised shall govern the proceedings of the Board in all cases, unless they are in conflict with these rules.
- 8.5 Reconsideration.** A motion to reconsider any action of the Board must be made no later than the next meeting of the Board. Such a motion may only be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the Board. An action relating to any contract may be reconsidered at any time before the final execution thereof.
- 8.6 The Previous Question.** When the previous question is moved and seconded, there shall be no further amendment or debate, and on pending amendments shall be put in order before the main question. If the motion for the previous question is lost, the main question remains before the Board. An affirmative vote of two-thirds of the member's present shall be required to approve the previous question. (To demand the previous question is equivalent in effect to moving "that debate now cease, and the Board immediately proceed to vote on the pending motion." In practice, this is done with the phrase "Call for the Question," or by simply saying "Question.")
- 8.7 Changing Vote(s).** Members have the right to change their votes at any time before the final vote is announced. Afterward, changes can only be made with the Board's permission. This can be given by general consent (i.e. if, when the Chair inquires, no

member objects). If objection is made, a motion may be made to grant the permission, which motion is undebatable.

**8.8 Withdrawal of Motions.** A motion may be withdrawn, or modified, by its mover without asking permission until the motion has been stated by the Chair. If the mover modifies the motion, the seconder may withdraw the second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the Board.

**8.9 Amendments to Motions.** No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion. A motion to amend an amendment shall be in order, but one to amend an amendment of an amendment shall not be in order.

## Section 9

### VOTES REQUIRED

**9.1 Voting Requirements.** A quorum shall consist of any seven (7) members of the Board including at least one (1) member appointed to Place No. 2, 3, 7 or 8, and a concurrence of six (6) members shall be necessary for any official action taken by the Board.

**9.2 Airport Board Rules Requirements.**

- (a) **Suspending Rules.** An Airport Board rule may be suspended by an affirmative vote of two-thirds of the members present.
- (b) **The Previous Question.** An affirmative vote of two-thirds of the members present is required to approve the previous question.

## Section 10

### AIRPORT BOARD COMMITTEES

#### 10.1 Committees Established.

- (a) The following standing committees of the Board are established.
  - (1) Operations and Technology Committee
  - (2) Finance, Audit and Administration Committee
  - (3) Infrastructure and Development Committee
  - (4) Revenue Management and Customer Experience Committee
  - (5) Executive Compensation and Retirement Committee
- (b) Each standing committee shall review matters in its area of responsibility that are referred to it by the Board, the Chief Executive Officer, or an individual member. A standing committee may by majority vote recommend action to the Board, but committee recommendation is not necessary for a matter to be placed on the Board agenda. At the next regular Board meeting after a standing committee meets, the committee chair shall report on the committee's consideration of items that are on that Board meeting agenda.

#### 10.2 Appointment.

- (a) A standing committee shall consist of not less than three members of the Board appointed by the Chair. The Chair shall also appoint a chair and vice-chair of each committee. The mayors of Dallas and Fort Worth shall be ex officio members of each standing committee. Only members may serve on a standing committee. Every effort will be made to ensure equitable representation of both Fort Worth and Dallas Board members on each standing committee.
- (b) The Chair may remove and reassign members to and from the various standing committees.

#### 10.3 Committee Meetings.

- (a) Standing committees shall meet on the Tuesday immediately preceding the regular monthly Board meeting at a time prescribed by the Committee Chair and/or the Chief Executive Officer unless the Chair and/or the Chief Executive Officer cancels the meeting or establishes another meeting time. The Chair may also schedule additional meetings as necessary.

- (b) A majority of the members (excluding ex officio members) of the committee, constitutes a quorum; provided, however, that, even if he or she is not a member of a standing committee, attendance of the Board Chair (or, in their absence, the Board Vice Chair, or in their absence, the Secretary of the Board) at a standing committee meeting may be counted toward satisfying the quorum requirement for that committee and may vote as a member of that committee. Committee meetings must be conducted in accordance with the Texas Open Meetings Act.

10.4 **Ad Hoc Working Groups.** The Chair may appoint ad hoc working groups from time to time to study and review specific issues. The Chair shall determine the number of members and appoint a chair of the ad hoc working group.

10.5 **Agenda and Information.** Before each committee meeting the Chief Executive Officer shall provide an agenda and supporting information for each committee meeting to committee members and the public. Items may be scheduled on the agenda for committee briefing by the Chair of the committee, the Board, the Chair of the Board, or the Chief Executive Officer.

## Section 11

### RULES SUSPENSION OR AMENDMENT

- 11.1 **Suspension of Rules.** Any provision of these rules not governed by the 1968 Contract and Agreement, the Concurrent Bond Ordinance, or state law may be temporarily suspended by a two-thirds vote of the members of the Board present. The vote on any such suspension shall be taken by ayes and noes and entered upon the record.
- 11.2 **Amendment of Rules.** These rules may be amended, or new rules adopted, by a majority vote of the members of the Board present.

## Section 12

### BOARD MEMBER EXPENSES AND REQUESTS

12.1 **General.** Members of the Board shall consider the financial impacts of their expenditures and shall ensure that each expenditure is reasonable and necessary and provides a benefit to the Airport. When incurring Board travel and other Board business expenses, members shall exercise the same care that a prudent person exercises when traveling on personal business and spending his/her own money.

#### 12.2 **Board Member Travel.**

- (a) Members of the Board may be required to travel to discharge their official duties. Any Board-funded travel shall be clearly related to achieving the Board's strategic goals and objectives.
- (b) Travel by members of the Board shall be approved in advance by the Chair of the Board.
- (c) Members of the Board shall comply with the business travel and expense policies applicable to the Chief Executive Officer, unless indicated otherwise in this Section. The Board Staff Secretary shall provide copies of the applicable policies to members of the Board.
- (d) The Board Staff Secretary shall be responsible for coordinating Board-funded out-of-town travel for members of the Board and for assisting members with completing any necessary forms.
- (e) Airfare and registration fees shall be paid directly by the Board. Reimbursements for any airfare purchases by members of the Board are limited by state statute to an amount equal to the lowest available fare at the time of purchase. Members of the Board who have no overdue travel expense reimbursements owed to the Board may request a travel advance for the eligible portion of their estimated travel costs.
- (f) Members of the Board shall submit all required travel receipts to the Board Staff Secretary within 30 days of returning from travel. The Board Staff Secretary shall then prepare the business expense reimbursement forms for the member and submit them to the Chair of the Board for his/her review and approval. (The Chair's business expense reimbursement forms shall be reviewed and approved by the Chair of the Finance, Audit and Administration Committee). Once approved, the Board Staff Secretary shall initiate a payment to the member for any additional amount owed to the member, or notify the member as to any travel advance reimbursement owed to the Board. Any reimbursement owed to the Board shall be paid within 30 days of being notified by the Board Staff Secretary. The Board Staff Secretary shall notify

the Board Chair with respect to members who have not timely submitted all required travel receipts or reimbursements owed to the Board.

### 12.3 **Board Member Expenses Unrelated to Travel.**

- (a) Members of the Board may request reimbursement for mileage and tolls when using their personal vehicles for Board business, including mileage to and from DFW Airport; such mileage shall be reimbursed at the Internal Revenue Service mileage rate in effect at the time of travel. Requests for reimbursement shall be documented on reimbursement forms provided by the Board Staff Secretary and shall include, for each trip, the starting and ending locations, the total Board business mileage, and the Board business purpose of the trip. No advances for personal vehicle use shall be allowed.
- (b) Requests for reimbursements for other reasonable and necessary Board-related business expenses shall be fully documented on reimbursement forms provided by the Board Staff Secretary. Members of the Board may request reimbursement for data plans for their Board-issued electronic device, not to exceed \$30 per month. Members of the Board shall provide receipts supporting the requested reimbursements; for any missing receipts, members shall document the reason the receipts are not available. No advances for non-travel Board business expenses shall be allowed.
- (c) The Chair of the Board shall review and approve (or disallow) all business expense reimbursement requests for members of the Board. The Chair's business expense reimbursement requests shall be reviewed and approved (or disallowed) by the Chair of the Finance, Audit and Administration Committee. Reimbursement requests for data plans not exceeding \$30 per month for Board-issued electronic device may be processed by the Board Staff Secretary without obtaining the Chair's approval.

12.4 **Electronic Communication Devices.** The Board shall not pay for nor provide members with electronic communication devices (e.g., cell phones and computers), other than an electronic device issued to members of the Board for paper reduction purposes. Reimbursement for cell phone charges during international travel is governed by the Board's business travel and expense policies. Charges for members' domestic use of their personal cell phones are never reimbursable. Electronic devices issued to members of the Board, and any related items purchased or reimbursed by the Board, shall be returned to the Board Staff Secretary when the member's service on the Board ends.

12.5 **Board Member Requests.** Any Board member request to Board staff for an item, service, or benefit that is not de minimis and is not addressed by this Section shall be made through and require the approval of the Chair of the Board.