

## TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

### PI NUMBER 209

(Replaces PI 113)

Formerly 132.1

Revised: February 22, 1994  
November 18, 2004  
August 25, 2011  
January 27, 2016

Approved: ~~January~~

~~27~~September 28, 2016

**SUBJECT:** ASSIGNMENT OF BOARD PRESIDENT AND VICE-PRESIDENT

**PURPOSE:** To establish a prescribed order for the annual assignment of the Truckee Tahoe Airport District Board President and Vice-President

### POLICY:

1. The five Directors elected to serve four-year terms on the Truckee Tahoe Airport District Board shall be assigned the position of President, and Vice-President, during the year prior to assuming these offices. New positions will be assigned as the last items of business in the regularly-scheduled November board meeting and the terms of office will be December through November. In the event any new Board Members may be assuming office or any sitting Board Members may not be in office after an election, the selection shall be deferred to the first order of business at the January Board meeting as the first Special Order of Business. Pending that January selection, the current President, if legally assured of remaining on the Board, shall continue in that position until the January selection. If that person is not legally assured of remaining on the Board, the current Vice President, if legally assured of remaining on the Board, shall assume that position and if that person is not legally assured of remaining on the Board, the Board member with the longest tenure legally assured of remaining on the Board that has not yet served as President shall assume that position. If all Board Members have served as President, the one with the most distant time of service as President shall be selected. The Vice-President *pro tem* shall be the Vice-President *pro tem* if legally assured of remaining on the Board and if not serving as President *pro tem*. If that Member is not eligible to serve as Vice-President *pro tem*, the Board Member with the longest tenure legally assured of remaining on the Board that has not served as Vice-President shall serve as Vice-President *pro tem*. If more than one Member is equally eligible to serve, the one with the most distant time of service as Vice-President shall be selected. For the purpose of this Policy Instruction "legally assured of remaining in office" means that that Member is not, in that November election, up for re-election or subject to a recall vote.
2. Selection will be on the basis of rotation and longevity as an elected or appointed Director. The assigned President will be the Director with the longest tenure who has not yet served as President. The Director with the second longest tenure who has not yet served as President will

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be assigned as Vice-President. Presumably, the Vice-President will be appointed President the following year. Once a Member has served in that position, they will be considered as having just assumed office, so that their tenure would start again, only for the purpose of selecting the position just held.

3. Any Director who chooses not to accept the position of President or Vice-President for an assigned year rejects that year only, and will be eligible to re-enter the succession sequence the following year as Vice-President or President at his/her option. A Director may serve as Vice-President a maximum of two consecutive years.
4. When there are two or more Directors with the same length of time in office, names will be drawn to determine the order of assignment.
5. If the above guidelines cannot be met, the Board may, at its discretion, assign Directors to the positions of President or Vice-President. The assignment must be enacted by a majority vote.

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**Lisa Wallace, Board President**