

## Boston-Logan, Runway 27 Advisory Committee Meeting Rules

**Goal:** To promote a balance of fairness and efficiency in the allotted meeting time.

**Statement:** Meetings should be fair so that people who have a point to make should be given an opportunity. Meetings should be efficient so that time is spent on discussion relevant to the matter at hand. (*Re: abridged version of Robert's Rules*)

1. The meeting agenda/available meeting materials will be sent to all Runway 27 AC members/interested parties in electronic format no later than one week prior to the meeting.
2. Runway 27 AC members will arrive on time, unless they have informed the Chair in advance of a delayed arrival.
3. Runway 27 AC members and special guest speakers/experts will sit at the designated meeting table.
4. Interested parties will sit outside of the designated meeting table, which may include chairs along the side of the room or at a table slightly removed from the designated meeting table. This format will create greater cohesion for Runway 27 meeting members during the course of the meeting and will clearly define for interested parties the identity of the Runway 27 AC members.
5. The Federal Aviation Administration will chair the meeting. The Chair will usually be the environmental specialist for the Eastern Terminal Service Area (ETSU), unless another FAA individual has been so designated.
6. The Chair will start and close the meetings on time, even if all Runway 27 members are not present. The Chair will only approve an extension to the meeting time if all Runway 27 AC members agree to the extension, which will not exceed 15 minutes.
7. Runway 27 AC members will respect each other and the time allotted for the meeting.
8. Runway 27 AC members/guests should raise their hand if they want to speak. Only members recognized by the Chair may speak.
9. Repetitive issues/comments that have been made at previous meetings will only be noted for the record along with the source of the initial response. The Chair will not entertain a rehash of old issues and will terminate the discussion immediately.
10. Meeting minutes will be taken by the Chair during the meeting and will be provided to all members in draft form for comment prior to the next Runway 27 meeting.
11. At least 15 minutes will be set-aside at the end of each meeting for questions and comments from other interested parties.