



TEXAS AIRPORTS COUNCIL (TAC)

PROPOSED BYLAWS AND CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be “Texas Airports Council”. The official abbreviation of this name shall be “TAC”.

ARTICLE II – PURPOSE

Purposes of the Council shall be:

1. Provide for the exchange of ideas, methods, information, and experience as related to the operation and management of airports.
2. Promote and encourage the public’s understanding of the value of aviation and airports to the community.
3. Provide a unified voice for airports within the State to local, state, and federal agencies and to the State Legislature and the Congress of the United States on all proposed or pending legislation relating to aviation.
4. Promote safety in the development of airport facilities and operating procedures.
5. Support academic endeavors of the membership and the aviation educational programs within the State of Texas.
6. To promote, encourage and foster public recognition of airports and the airport executive profession.

ARTICLE III – PRINCIPAL OFFICE

The principal office of this Council shall be that of the duly elected Treasurer or such place as the Board of Directors may designate from time to time.

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

TAC shall be governed by a Board of Directors (“Board”) comprised of twelve (12) members including the five (5) Officers (President, Vice President, Treasurer, Secretary, and Immediate Past President), five (5) Executive Directors, one (1) Corporate Director, and one (1) Associate Director.

Section 1: President

The President shall be Chief Executive Officer of TAC and shall preside at all meetings of the Council. He/she shall designate the members who will serve on special committees which may be formed from

time to time and shall monitor the workings of these various committees. He/she shall call for special meetings of the Council as necessary to ensure a smooth flow of business. He/she shall perform such other tasks, which in his/her opinion are necessary for the proper conduct of Council business.

Section 2: Vice President

The Vice President, an officer of TAC, shall maintain and update the Board's Strategic Business Plan and the Board's operating procedures and guidelines, shall chair the Bylaws and Ethics Committees, and perform such other tasks as may be assigned or delegated to him/her by the President. The Vice President shall assume the duties/position of the President in his/her absence or succeed to the office of the President in the event the President is unable to function or continue in that office.

Section 3: Treasurer

The Treasurer, an officer of TAC, shall be responsible for drafting the Council's budget for the upcoming year, ensuring an annual financial review is conducted, and evaluating the Council's means of revenue generation. The Treasurer shall assume the duties of the Vice President in his/her absence or inability to perform and the financial duties of the Administrative Director in his/her absence or inability to perform.

Section 4: Secretary

The Secretary, an officer of TAC, shall be responsible for drafting the Council's meeting minutes and maintaining historical records and shall chair the Membership Committee. The Secretary shall be responsible of all Council official state or federal filings. The Secretary shall assume the duties of the Treasurer in his/her absence or inability to perform and the non-financial duties of the Administrative Director in his/her absence or inability to perform.

Section 5: Immediate Past President

The Immediate Past President, an officer of TAC, shall chair the Nominating and Legislative Committees, unless otherwise assigned by the President, and shall perform such other tasks as may be assigned or delegated to him/her by the President.

Section 6: Executive, Corporate, and Associate Directors

The Executive, Corporate, and Associate Directors are responsible for identifying current issues affecting airports and aviation in Texas and bringing them to the attention of the Board. These Directors are responsible for addressing the goals, needs, and concerns of their respective membership and shall perform tasks as may be assigned or delegated by the President.

Section 7: Administrative Director

The Administrative Director, if appointed in accordance with Article V, Section 7, shall participate in Board and General Membership Meetings either in person or via teleconference, keep minutes of the proceedings, and keep a permanent record of the minutes. He/she shall keep an accurate, up-to-date roster of the Council's membership. The Administrative Director shall submit statements to persons owing money to TAC. He/she shall deposit all funds received by him/her in the accounts of TAC in a recognized banking institution, and he/she shall pay out of the funds all lawful obligations of TAC, as approved by the President and/or Board. The Administrative Director shall be bonded in an amount

sufficient to protect TAC, as determined by the Board, and the cost of his/her bonding shall be borne by TAC. He/she shall, at each regular meeting of TAC, make a complete report on the financial standing of the Council of the receipts and disbursements since the prior report. His/her books shall be reviewed by an Executive member appointed by the President not including current officers and board members, and a written report shall be accepted by the Board of Directors at the first quarter meeting of the fiscal year and approved by the general membership via electronic means. The Administrative Director shall submit all necessary tax reports and other reports as may be required of the Council by the State or Federal Government. The Administrative Director shall be compensated for his/her services in an amount established by the Board of Directors in accordance with the budget. The Administrative Director will serve as the intermediary between organizational needs for the website and the website provider and may be responsible for directly making modifications to the website. Upon approval of the Board, the Administrative Director may hire professional secretarial help to accomplish the tasks assigned to him/her.

Section 8: Board Activities

The Board shall monitor the activities of the President and advise him/her in the performance of his/her duties. The Board is empowered to make any decision and to take any action on behalf of TAC, which appears too urgent to await a meeting of the general membership. The Board shall act as the contracting authority for those matters concerning the operation, development and growth of the Council and the well-being of the membership. A full report of the Board's activities shall be made at each general membership meeting at which time the Board's activities will be subject to acceptance and ratification or to reversal by a majority vote of the Executive and Executive Emeritus members present, subject to a quorum as indicated in Article IX Section 4. The Board shall rule on such other matters as may properly be placed before them in accordance with other provisions of these Bylaws and Constitution.

ARTICLE V – QUALIFICATIONS, ELECTIONS, AND TERMS OF OFFICE

Section 1: Eligibility

Any member of TAC who is of the proper membership classification, and a member in good standing, shall be eligible to be elected to the Board. To serve on the Board, individuals shall be gainfully employed in the aviation industry with primary residence and/or business address in Texas at the time of election and be a member of TAC in good standing. Should an elected Board member become unemployed during his/her term, he/she may fulfill their term unless their membership classification changes.

The Nominating Committee will strive to select candidates who are vigorous, knowledgeable, and desirous of serving TAC in higher elective office.

Section 2: Qualifications

Only Executive members of TAC, in good standing, shall hold the elected offices of President, Vice-President, Treasurer, Secretary, Immediate Past-President and four (4) Executive Board members of TAC. The one (1) Corporate Director shall be elected from and by the Corporate membership and the one (1) Associate Directors shall be elected from and by the Associate membership on alternating years.

Associate and Corporate Directors must be members in good standing. Elections of officers and directors will be held annually.

Section 3: Terms

Members of the Board, except for the President, Vice President, Treasurer, Secretary, and Immediate Past President shall be elected for a term of two (2) years, with the terms of various members being staggered to provide that one-half (1/2) of the Board shall be elected each year. The President, Vice President, Treasurer, and Secretary shall be elected into the Presidential positions and shall strive to move upward through the Presidential positions annually, unless duly elected to remain in a position in accordance with Article V, Section 6.

Vacancies which occur on the Board will be filled by the President subject to ratification by the Board, the Board Member so appointed will complete only the unexpired term of the vacated office. He/she may then be a candidate for a new full term of office.

Section 4: Nominations

The Nominating Committee shall be named at each second quarter meeting of the fiscal year. The committee shall consist of five (5) members: Chairperson (Immediate Past-President), three (3) Executive members selected by the Chairperson, and either an Associate member or Corporate member selected by the Chairperson. The committee shall meet and act as soon as possible following formation to select eligible members as nominees for each of the offices which will be due to be filled during the third quarter of the fiscal year. Reasonable effort will be made in selecting candidates of the Board to provide that the Board, as finally elected, will offer a range of representation as to geography as well as size and type of airports. The report of the nominations committee shall be posted and sent to the membership via electronic format (email, website, etc.) in the form of an absentee ballot to the general membership at least thirty (30) days prior to the meeting at which the elections are to be held. Nominations shall be accepted from the floor.

Section 5: Elections

Election of Board members and officers will be by electronic or written ballot with space provided for additional nominations from the floor, for each elected office. A majority (over 50%) of the votes cast shall be required to win an election for any Board position. If three (3) or more candidates receive votes for these positions and no candidate receives a majority of the votes cast, the two (2) receiving the highest number of votes will compete immediately in a runoff election which shall be decided solely on the basis of the votes cast by eligible voting members present at the time of the runoff election. If no candidate receives majority of the votes in a runoff election, a second runoff election will be held. If no winner emerges from the second runoff election, a coin flip will determine the winner. Absentee ballots will only be counted in the initial election in accordance with Article VII, Section 3.

Section 6: Officer Succession

Officers shall not be eligible to succeed himself/herself unless he/she shall have assumed office mid-term due to the resignation or incapacity of the previous officer, or by receiving two-thirds (2/3) of the votes cast of the quorum of Executive and Executive Emeritus members.

Section 7: Administrative Director

The Administrative Director shall be appointed by the Board of Directors and shall serve according to the terms and conditions established by the Board of Directors. The Administrative Director serves at the pleasure of the Board, and as detailed within the contract as determined by the Board. Duties of the Administrative Director in the absence of such, shall be split between the Treasurer and Secretary.

Section 8: Immunity

Any person who serves as an Officer or Director of TAC, and the property of said Officer or Director, shall be forever immune from civil liability and from corporate debts, obligations, or liabilities of any kind or nature, incurred by or for TAC for any purpose, to the greatest extent allowed by law, and shall not be subject to suit directly or by way of contribution therefore. Any person who serves as an officer shall have no liability to the corporation, or its members, for monetary damages for breach of fiduciary duty to the greatest extent legally allowed pursuant to the laws of the state of Texas; provided however, said officers shall remain liable to TAC, and its members for the following:

- a. Any breach of the person's duty of loyalty to TAC or its members.
- b. Acts or omissions which are not in good faith, or which involve intentional misconduct, or a knowing violation of the law.
- c. Any transaction from which the officer derived an improper personal benefit.

This Article shall be interpreted to allow the greatest possible limitation of liability allowed by law, as the same may change from time to time, without further action or amendment.

Section 9: Removal

Any Officer, Director, or agent elected or appointed by the Board may be removed by a two-thirds (2/3) vote of the Board at a regular or special meeting, whenever in its judgement, the best interest of the Council would be served thereby, but such removal shall be without prejudice to the contract right, if any, of the person so removed. Directors may vote by mail or electronic means, but not by proxy, upon any such question.

ARTICLE VI – MEMBERSHIP

Section 1: Membership

Membership in TAC shall be open to all persons or business entities that may be eligible for any class of membership indicated herein.

Section 2: Membership Classifications

1. Executive: Any person exercising active responsibility for management, general supervision or administration of a Texas public-use airport, and who is engaged in such activity as a gainful occupation and who devotes at least fifty percent (50%) of his or her daily working hours in matters that directly relate to the management of an airport. An Executive member may retain this designation through the term of membership for which he or she has paid dues even though he or she discontinued working at the job that qualified them for the Executive membership status unless he or she becomes gainfully employed in a position which qualifies for an alternate classification of membership.

2. Associate: Any individual or organization that is interested in and subscribes to the purpose of the Texas Airports Council.
3. Corporate (Bronze, Silver, Gold, and Platinum): Any public or private company engaged in activities relating to the use and/or promotion of airports or aviation or which provides aviation services or products, including but not limited to engineering, consulting, and construction firms. Each Corporate Member may designate one representative who shall be authorized to represent the Corporate Member at any meeting or other proceeding of the Texas Airports Council. Each level of Corporate Membership shall provide the following:
 - a. Bronze – includes inclusion in the TAC Corporate Yellow Pages and display of corporate logo on the TAC website.
 - b. Silver – Includes up to three (3) Associate memberships, inclusion in the TAC Corporate Yellow Pages, and display of corporate logo on the TAC website.
 - c. Gold – Includes up to six (6) Associate memberships, inclusion in the TAC Corporate Yellow Pages, display of corporate logo on the TAC website, recognition as an Airport 101 sponsor, and option to speak at Airport 101s.
 - d. Platinum – Includes up to nine (9) Associate memberships, inclusion in the TAC Corporate Yellow Pages, display of corporate logo on the TAC website, recognition as an Airport 101 sponsor, and option to speak at Airport 101s
4. Student: Student membership shall be open to any individual who is engaged in the study of airport development, administration, management, and operation or other related aviation field, and who has been sponsored for membership by a member of the Council.
5. Honorary: Honorary membership shall be by action of the membership of TAC at large, to those individuals specifically selected because of their outstanding dedication and achievement in the field of airport development, management, operations or any related field of aviation.
6. Executive Emeritus: Honorary Executive Emeritus memberships in the Council may be bestowed upon former Airport Executive members of the Council who are no longer involved in airport management or in related aviation pursuits by action of the Board of Directors following receipt of a written request by the member and meets the following criteria:
 - a. Having actively maintained Executive membership in TAC (or equivalent TAC service as determined by the Board) for eight consecutive years.
 - b. Contributed to the development, growth, and operation in the organization in an exemplary manner.

Executive Emeritus members who resume the duties and status required of another membership classification, may be returned to said classification membership by action of the Board of Directors upon written application by the member and the tendering of annual dues as applicable.

7. Ex-Officio: This classification is open to any individuals who are engaged to represent other aviation organizations that subscribe to the purpose of the Texas Airports Council. Ex-Officio members include, but not limited to, President of the South Central Chapter of AAAE (SCCAAE); aviation related directors with the Texas Department of Transportation (TxDOT); Manager, Airports Division, Federal Aviation Administration – Southwest Region; and Manager, Texas Airports District Office, FAA Southwest Region. This membership type shall be bestowed upon an individual by action of the Board.

Section 3: Membership Applications

Membership applications shall be made via the Council's website or by form approved by the Board. Membership shall be subject to approval, and type of membership assigned, by action of the Board, upon recommendation of the Membership Committee.

Section 4: Membership Information

Members shall be responsible to ensure their personal information is kept updated by updating via the Council's website or notifying the Secretary by email. Any notices shall be deemed delivered using the members personal information within the Council's membership list at the time of such notice.

The TAC membership list shall be maintained by the Membership Committee of all members and classification. The list shall be reviewed and revised by the Membership Committee and presented to the Board at each quarterly meeting. Only members in good standing shall remain on the list.

Section 5: Annual Dues

The annual dues shall be indicated with a Policy Decision adopted by the Board in accordance with these Bylaws.

Section 6: Payment of Dues

All dues shall be paid on each annual anniversary date of said membership. Unpaid dues will be delinquent sixty (60) days following the anniversary date and the member shall forfeit member privileges.

Section 7: Membership Suspension or Revocation

The Board, by a two-thirds (2/3) vote, may suspend or revoke the membership of any member for:

- a. Failure to meet his/her financial obligations to the Council, or
- b. For conduct detrimental to the Council.

The members shall be given thirty (30) days' notice in advance of the meeting of the Board at which the vote is to be taken and shall be afforded a reasonable opportunity to be heard.

An affirmative vote of two-thirds (2/3) of the Board shall be required to reinstate any members suspended or revoked under this Section. Reinstatement shall be subject to such terms and conditions as the Board may impose.

ARTICLE VII – VOTING

Section 1: Vote

A simple majority vote shall decide an issue, provided a quorum is present as indicated in Article IX, Section 4, except as indicated in Article XII.

Section 2: Voting Privileges

Each Executive and Executive Emeritus member shall be entitled to one (1) vote, if their dues are current, for general membership issues, election of Officers and Executive Directors, and other issues as

called by the President or Board. Each Corporate member designated representative (Bundle Administrator) shall be entitled to one (1) vote, if their dues are current, for Corporate member issues and election of the Corporate Director. Each Associate member (Bundle Member or Associate Member) shall be entitled to one (1) vote, if their dues are current, for Associate member issues and election of the Associate Director.

Section 3: Absentee Voting

Voting members not expected to attend the election of Board members may use the printed or electronic format (email, website, etc.) ballot, which they receive in accordance with Article VII, Section 3, as an “absentee ballot”. Absentee Ballots shall be marked to return to the Secretary by mail, messenger or in person for counting at the annual election. It is the sole responsibility of the eligible member casting the absentee ballot to have it reach the Secretary prior to the annual election. If being mailed, each absentee ballot shall be legibly signed by the voting member and shall be enclosed in a plain white envelope which is sealed and marked “BALLOT” on the outside. The ballot envelope shall be placed in another envelope for mailing.

ARTICLE VIII – COMMITTEES

Section 1: Standing Committees

Unless otherwise stated in this section, the standing committees will be chaired by active members of TAC, as appointed by the President annually or as indicated herein. The committee chairpersons will choose their committee members from the members at large. Each committee will include a minimum of three (3) members including the chairperson. The Committee functions will be:

- a. Nominating Committee (Chairperson - Immediate Past President) – Responsible for nomination of the Officers and members of the Board to the general membership for action at the general membership meeting. The nominating committee will be formed as stated in Article V, Section 4.
- b. Membership Committee (Chairperson – Secretary) – Responsible for recruiting, screening, and classification of new applicants for membership. In addition, the membership chair will assist each committee chairperson in recruiting and selecting committee members and maintain a roster of all committees and their members.
- c. Public Relations Committee (Chairperson – Board Member) – Responsible for generating industry goodwill for the Council and its ideals with groups of people who can affect its present or future welfare. This includes hosting events and developing and maintaining various publications, websites, social media (such as Facebook, Twitter, LinkedIn) and media releases.
- d. ByLaws Committee (Chairperson– Immediate Past President) – Responsible for interpreting, reviewing, and recommending changes and/or amendments to the Council Bylaws and Constitution. The Chairperson shall forward all proposed amendments to the Board for approval prior to submitting them to the Executive and Executive Emeritus membership for consideration.
- e. Legislative Committee (Chairperson – Board Member) – Responsible for providing the Council with details of pending state and federal legislation and shall advise the Board of recommendations for action concerning any item of legislation on which the Council should adopt a position.

- f. Professional Development & Scholarship Committee (Chairperson – Board Member) – Responsible for promoting the education and development of the membership and seeking candidates, processing applications, and recommending recipients for TAC scholarships to the Board for consideration.
- g. Sponsorship Committee (Chairperson – Corporate Director) – Responsible for securing and management of sponsorships for all TAC conferences and events. The committee will coordinate programs, conference registration, and conference exhibits.
- h. Conference and Education Committee (Chairperson – Board Member) – Responsible for coordinating conferences and educational meetings, such as Airport 101s.
- i. Ethics Committee (Chairperson - Vice President) – Responsible for investigating, under rules of procedures and practice as prescribed by the Board, into any complaint pertaining to breach of Ethics by any member. The Ethics Committee shall provide a report to the Board at such time as the Committee may have a complaint.

Section 2: Special Committees

Special Committees may be appointed by the President as required.

Section 3: Presidential Appointments

Except as required otherwise by provisions in these Bylaws and Constitution, all representatives of TAC shall be appointed by the current sitting President. All such appointments shall automatically expire upon the appointing President's term expiration, resignation, or his/her incapacity to serve.

ARTICLE IX – MEETINGS

Section 1 General Membership Meeting

One (1) general membership meeting shall be held each year in conjunction with the Texas Aviation Conference. If the Conference isn't held, the Board may approve a virtual meeting.

Section 2: Regular Meetings

Regular meetings of the Board shall be scheduled in each quarter of the fiscal year, as called by the President. To have an official in-person or virtual Board meeting, a quorum consisting of majority of the elected Board members, must be present.

Section 3: Special Meetings

Special meetings of the general membership or the Board may be called by the President.

Section 4: Quorum

Twenty-five percent (25%) of the total number of Executive and Executive Emeritus members in good standing shall constitute a quorum for the transaction of business at a general or special meeting. Majority of affirmative votes of the members represented shall be required to act on any item of business before the meeting, except as otherwise provided herein.

Section 5. Educational Meetings

Periodic in-person or virtual educational meetings (Airport 101s, Airport Manager Roundtables, etc.) may be held as determined by the Board. Efforts should be made to hold in-person meetings in different regions across the State of Texas.

Section 6: Meeting Attendance

All special or regular meetings of the general membership of TAC will be open to all members in good standing. The President may call for an executive session during regular or special meetings, which shall be open only to Board Members.

Section 7: Notices

No regular or special meeting of the general membership shall be valid unless a notice is posted on the website or sent to the membership via electronic format at least fourteen (14) days prior to the meeting, including an agenda of items on which action is proposed to be taken, to the entire membership of the Council.

ARTICLE X – FISCAL YEAR, BUDGET, AND DISBURSEMENTS

Section 1: Fiscal Year

The fiscal year for the Council shall start July 1st of each year and end on June 30th of the following calendar year.

Section 2: Budget

A proposed annual budget shall be developed by the Treasurer for review and approval by the Board who, in turn, will submit the recommended budget to the general membership for comment at least thirty (30) days prior to the first quarter meeting. If, in the opinion of the Board, valid objections in writing and/or provided via electronic format (email, website, etc.) are received ten (10) days after posted via electronic means (email, website, etc.) of said proposed budget, the Board shall reconsider the budget, giving due consideration to such objections. The proposed annual budget, revised as appropriate, shall be distributed and/or posted via electronic format (email, website, etc.) and presented to the general membership for adoption via electronic means. The annual budget shall be adopted by a majority vote of the Executive and Executive Emeritus members and shall become effective July 1st, of that year. Total expenditures shall not exceed 5% of the amount contained in the total budget in any fiscal year. Subsequent changed or deviation from the budget as approved may be made only by the Board declaring special circumstances and then only by a minimum of five (5) affirmative votes by members of the Board in a meeting assembled or polled by mailed ballots or by means of a telephone vote. The date and results of a special mailed ballot or telephone vote shall be recorded in the minutes of the Board. These minutes shall then be posted and made accessible to the Council Members.

Section 3: Disbursement of Funds

Under direction of the Board, disbursements from the Council's funds may be made. The Board may authorize the President, Vice-President, Treasurer, or Administrative Director to make payments for specific items and/or payments for all types of expenditures as they become due.

Section 4: Financial Reports

The Treasurer shall present to the Board the Council's Financial Report (Statement of Activities, Statement of Revenues, etc.) at each quarterly Board meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure shall be the Parliamentary Authority on all matters not covered by the Bylaws and Constitution of the Council.

ARTICLE XII – AMENDMENTS

These Bylaws and Constitution may be altered or amended at any general or special meeting of the members of the Council by receiving two-thirds (2/3) of the votes cast of the quorum of Executive and Executive Emeritus members. The Board may propose an amendment to the Bylaws and Constitution at any other time and the vote thereon may be taken by letter and/or electronic format (email, website, etc.) ballot.

To take a vote upon any proposed amendment of the Bylaws and Constitution, the Administrative Director shall have posted and sent to the membership via electronic format (email, website, etc.) a copy of the proposed amendment at least thirty (30) days before the meeting date the vote becomes due.

On a letter and/or via electronic format (email, website, etc.) Executive and Executive Emeritus members desiring to vote shall use the ballot forwarded by the Administrative Director and/or posted via electronic format (email, website, etc.) and shall indicate thereon approval or disapproval and the name of the member casting the vote. Each member shall have fourteen (14) days within which to return the ballot and/or cast their vote via electronic format (email, website, etc.). Upon expiration of the fourteen (14) days, the President and Administrative Director shall canvass the ballots and record the vote. If the proposed amendment received two-thirds (2/3) of the vote cast by Executive and Executive emeritus members, the amendment shall be deemed to have been adopted; otherwise, it shall be deemed to have been rejected. The Administrative Director shall post via electronic format (email, website, etc.) or mail the results of any letter ballot vote and shall insert such results in the minutes of the Council at the Council's next general membership meeting.

ARTICLE XIII - POLICY DECISIONS

The Board may recommend Policy Decisions at any regular or special meeting of the Board or the general membership. Such decisions may expand, interpret, and/or implement the intent and provisions of the Bylaws and Constitution. Such Policy decisions shall be numbered serially (i.e. Policy # 22-1) according to the year of adoption and shall be filed with the official minutes of the meeting of the Council and/or the Board.

Policy Decisions shall be adopted by the general membership at any regular or special meeting or via electronic format (email, website, etc.). To take a vote upon any recommended Policy Decision, the Administrative Director shall have posted and sent to the membership via electronic format (email, website, etc.) a copy of the recommended Policy Decision at least thirty (30) days before the meeting date the vote becomes due.

On a letter and/or via electronic format (email, website, etc.) vote, Executive and Executive Emeritus members desiring to vote shall use the ballot forwarded by the Administrative Director and/or posted via electronic format (email, website, etc.) and shall indicate thereon approval or disapproval and the name of the member casting the vote. Each member shall have fourteen (14) days within which to return the ballot and/or cast their vote via electronic format (email, website, etc.). Upon expiration of the fourteen (14) days, the President and Administrative Director shall canvass the ballots and record the vote.

If the recommended Policy Decision shall receive majority of the votes cast by Executive and Executive Emeritus members, the Policy Decision shall be deemed to have been adopted; otherwise, it shall be deemed to have been rejected. The Administrative Director shall post via electronic format (email, website, etc.) or mail the results of any letter ballot vote and shall insert such results in the minutes of the Council at the Council's next general membership meeting.

Each Policy Decision will be reviewed at the annual meeting and will either be incorporated into the Bylaws and Constitution where applicable or reaffirmed as a continuing policy by both the Board and the general membership. Policy decisions remaining in effect will be renumbered serially and identified with the year of reaffirmation.