

**Bylaws Committee of the  
BOARD FOR BRANCH PILOTS  
MEETING MINUTES**

The Bylaws Committee of the Virginia Board for Branch Pilots met on September 12, 2024, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Captain J.W. Whiting Chisman, III  
Captain Clarence M. Young  
I. Vincent Behm, Jr.

Michael W. Coleman was present as an observer.

Patrick B. McDermont was not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Steve Kirschner, LRPD Deputy Director  
Kate Nobsch, Executive Director  
Ecila Williams, Licensing Operations Administrator  
Karen Reid, Administrative Coordinator

Captain Chisman called the meeting to order at 11:50 p.m.

**Call to Order**

Ms. Nobsch advised the Committee of the emergency evacuation procedures.

**Emergency  
Evacuation**

Mr. Behm moved to approve the agenda. Captain Young seconded the motion which was unanimously approved by Mr. Behm and Captains Chisman and Young.

**Approval of  
Agenda**

There was no one present for public comment.

**Public Comment  
Period**

The Committee began a review of draft bylaws for the Board for Branch Pilots. The Committee discussed items that could be lawfully added to the Board's bylaws. The Committee identified additional changes for further consideration at the December 12, 2024 board meeting.

**Draft Bylaws for  
the Board for  
Branch Pilots**

There was no other business.

**Other Business**

Conflict of Interest forms and travel vouchers were completed by all board members present.

**Conflict of Interest  
Forms/Travel  
Vouchers**

There being no further business, the meeting was adjourned at 12:43 p.m.

**Adjourn**

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J. W. Whiting Chisman III, Vice-President

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Brain P. Wolford, Secretary

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