

BLUE SKIES of TEXAS WEST
RESIDENTS' COUNCIL
BYLAWS

June 15, 2023

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**BLUE SKIES of TEXAS WEST
RESIDENTS' COUNCIL**

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Blue Skies of Texas West (BSTW) Residents' Council (hereafter referred to as the RC).

ARTICLE II. PURPOSE

The RC will serve as the Air Force Villages, Inc., (AFV) Board of Directors' officially sanctioned liaison between BSTW residents and BSTW/AFV Management.

The purpose of this organization is to serve as a conduit for up-to-date, accurate information between BSTW Management and BSTW residents. The RC may also assist BSTW residents in problem resolution. With a majority vote of RC Area Representatives, BSTW residents' suggestions and/or concerns affecting their health, well-being, and lifestyle, which have not been addressed through normal channels, may be brought to the attention of BSTW Management and, if needed, to the AFV, Inc., Board of Directors.

ARTICLE III. MEMBERSHIP

A. Elected Members

1. Elected RC membership is comprised of two (2) Area Representatives as determined by the Residents' Council from each geographic area of BSTW:

Tower 1 | Tower 3 | Lakes 1100-1500 | Oaks 2100-2400
Tower 2 | Tower 4 | Lakes 1600-2000 | Oaks 2500-2800 | Gardens

2. Area Representative terms are one (1) year. Each may serve three (3) consecutive terms. After a one- (1) year absence, Area Representatives may serve another three (3) years. All residents of BSTW not currently completing their third consecutive year are eligible to stand for re-election.
3. All RC Area Representatives are elected to represent the geographic area in which they reside by the residents thereof. Should an elected Area Representative move from the area they were

elected from, that Elected Representative may continue to represent the residents from the area that he/she was elected from for the remainder of the calendar year. Should the Elected Representative choose not to continue to represent the area he/she was elected from. He/she shall resign from the RC and the procedures in paragraph 5 below shall be implemented.

4. Elections shall be held in the fall of each year. Area Representatives will be installed in December and begin their one-year term of office on the first of January of the upcoming year.
5. If an elected Area Representative cannot complete his/her term, volunteers to complete the term shall be solicited immediately from the appropriate geographic area. If there is only one volunteer, that person will be installed at the next RC meeting. Should an elected member be unable to attend a meeting, he/she may appoint an alternate from the same geographic area to attend the meeting in his/her absence; such temporary alternatives may not vote.
6. Only elected Area Representatives are eligible to vote on behalf of their area on RC matters.
7. Persons appointed to a partial term shall be eligible for election to three (3) consecutive additional terms.

B. Ex-Officio (non-voting) Members

1. Permanent Ex-Officio (non-voting) members of the RC consist of:
 - a. BSTW Resident Director of the AFV Board of Directors
 - b. Chair, Activities Coordinating Council (ACC)
 - c. Chair, Dining Room Advisory Council (DRAC)
 - d. Elections Liaison (EL)
 - e. Liberty House Liaison
 - f. Freedom House Liaison
2. Additional Ex-Officio (non-voting) members may be selected by the RC and serve at the pleasure of the elected members.

ARTICLE IV. ELECTED OFFICERS

A. **Election of Officers.** At the December meeting, the RC, consisting of newly elected and re-elected Area Representatives for the upcoming year, will elect a Chair, Vice-Chair and Executive Secretary. These officers will be from newly seated RC Area Representatives. If necessary, a Recording Secretary may be appointed by the RC Chair from BSTW resident volunteers.

B. Duties of the elected officers:

1. The Chair shall preside over all meetings and represent the Council at all activities where RC representation is appropriate. With the approval of the Council, he/she shall appoint a Chair for

all standing and ad hoc committees. He/she shall serve as a member of all committees except the Elections Committee and shall periodically report on RC activities at general RC meetings. The Chair of the RC will also attend The AFV Board of Directors Meetings as a non-voting member with voice input.

2. The Vice-Chair shall perform the duties of the Chair in his/her absence. The Vice-Chair shall maintain a roster of current RC elected members and years served, ex officio, ad hoc, and standing committee chairs, and committee members, including their status. He/she shall perform other duties as directed by the Chair. If the Chair is unable to serve on a continuing basis, the Vice-Chair shall become the Chair.
3. The Executive Secretary shall record the minutes of all the meetings and distribute a copy to all the members in a timely manner. He/she may delegate this task to a Recording Secretary who shall be appointed by the Chair and approved by the Council.
 - a. The Executive Secretary, and/or the Chair, shall notify all members and invited guests of the date and time of any scheduled meeting including timely notices in the *Roadrunner*, ***TouchTown*** and on the BSTW television channel.
 - b. He/she shall maintain a copy of the current Bylaws, Policies and Procedures Manual, and Standing Committees Mission Statements. He/she shall ensure that changes to these documents are provided to all RC members and the BSTW Resident Services Director within 30 days.
 - c. He/she shall chair the Elections Committee.
 - d. He/she shall perform other duties as directed by the Chair.
- C. In the event there is a vacancy in the office of Vice-Chair or Executive Secretary, the RC Chair will request a volunteer from the elected RC members to fill the term. If there are no volunteers, the RC Chair will appoint an elected RC member to become the new officer.

ARTICLE V. EXECUTIVE COMMITTEE

- A. **The RC Chair.** Vice-Chair and Executive Secretary comprise the Executive Committee.
- B. **Quorum.** The presence of all three (3) Executive Committee members shall constitute a quorum.
- C. **Actions.** Actions taken by the Executive Committee shall be restricted to those where the Executive Committee:
 1. Determines that obtaining a quorum of the RC is not feasible, and
 2. The interests of the BSTW residents will suffer if action is postponed until such a quorum can be obtained.

- D. **Voting.** Any action taken by the Executive Committee shall be voted on by the RC at its next meeting.
- E. **Agenda.** The Chair may conduct a Pre-RC Planning Meeting with RC Area Representatives for the purpose of planning meeting agendas and /or discussing issues of interest to the BSTW. For such meetings, there is no quorum requirement, minutes are not required, and no votes will be taken. Only RC Area Representatives are invited and strongly encouraged to attend.

ARTICLE VI. MEETINGS

A. Regular RC Meetings

1. Regular RC meetings will be held monthly on the third Thursday. The regular monthly RC meeting may be rescheduled if RC members receive timely notice.
2. At all regular RC meetings, a quorum shall exist when six (6) of the voting geographic areas are represented.

B. Special Meetings

1. When an issue cannot be delayed until the next regular RC meeting, a special meeting may be called by the RC Chair or at the written request to the Chair by any three (3) RC Area Representatives.
 2. A quorum shall exist when six (6) of the voting geographic areas are represented.
- C. **Attendees.** All regular and special RC meetings shall be open to all BSTW residents and guests. Residents may be recognized to speak at the sole discretion of the RC Chair based on time constraints and the requirements of each meeting.

ARTICLE VII. COMMITTEES

- A. **Standing Committees.** Standing Committee Chairs may be RC members or other residents of BSTW appointed by the RC Chair with approval of the RC elected members. RC Standing Committees are:
 1. Communications Services
 2. Computer Instruction
 3. Elections
 4. Entertainment
 5. Finance
 6. Hospitality
 7. Recognitions

- B. **Ad hoc Committees.** An Ad hoc Committee Chair will be appointed by the RC Chair upon approval of the RC elected members to establish the committee. Ad hoc committee members may be elected RC members or other residents of BSTW. All ad hoc Committees shall have a written charge or mission statement.
- C. **Committee Chairs.** Committee Chairs may report to the RC at each regular meeting on the progress of their committee's work.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

In accordance with *Robert's Rules of Order Newly Revised* (current edition), the Chair shall decide on issues not covered in these Bylaws. Such decisions can be reversed by a majority vote of the RC Area Representatives.

ARTICLE IX. AMENDMENTS OR ADDITIONS

- A. **Proposal.** Proposed amendments or revisions must be submitted in writing to the RC Representatives **4 weeks** prior to the meeting at which the vote will be taken for that purpose.
- B. **Adoption.** A two-thirds (2/3) vote of the Area Representatives who are present and voting is necessary to change these Bylaws.
- C. **Approval.** After approval by the RC, these bylaws (and all approved bylaw changes) will be forwarded to the Resident Services Director of BSTW for final approval, and/or if necessary, to the (AFV) Air Force Villages, Inc., Board of Directors for approval.