

BYLAWS

BLUE SKIES of TEXAS WEST

RESIDENTS' COUNCIL

Effective February 1, 2025

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BYLAWS

BLUE SKIES of TEXAS WEST RESIDENTS' COUNCIL

ARTICLE I. NAME

The name of this organization is Blue Skies of Texas West (BSTW) Residents' Council ("RC").

ARTICLE II. PURPOSE

- A. The RC serves as the Air Force Villages, Inc., ("AFV") Board of Directors' officially sanctioned liaison between BSTW residents and BSTW AFV Management.
- B. The purpose of the RC is to serve as a conduit for up-to-date, accurate information between BSTW AFV Management and BSTW residents. The RC may also assist BSTW residents in problem resolution. With a majority vote of the Representatives and Standing Committee Chairs, 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 AFV Management and, if needed, to the AFV Board of Directors.

ARTICLE III. MEMBERSHIP

A. Elected Area Representative Members

1. Elected Area Representative membership is comprised of:

- a) two (2) Representatives as determined by an election conducted by the Residents' Council from each of the following geographic areas of BSTW:
 - 1) Tower 1
 - 2) Tower 2
 - 3) Tower 3
 - 4) Tower 4
 - 5) Lakes 1100-1500
 - 6) Lakes 1600-2000
 - 7) Oaks 2100-2400
 - 8) Oaks 2500-2800
 - 9) Gardens
- b) one (1) Representative as determined by an election conducted by the Residents' Council from each of the following geographic areas of BSTW:

- 1) Liberty House
 - 2) Freedom House
 - c) With the exception of Freedom House, Representatives must reside in the geographic area they represent.
 - d) Each Area Representative has one vote.
2. The Representative from Freedom House must be:
- a) a resident of BSTW and
 - b) a person who is a family member or the guardian of a person
 - 1) who is either a current resident of Freedom House or
 - 2) who was a resident of Freedom House within the prior three (3) years.
3. Elections are held in the fall of each year. Representatives are installed in December and begin their one-year term of office on the first of January of the next calendar year.
4. All Representatives are elected by the residents of the geographic area to represent the geographic area in which they reside. If an elected Representative moves out of the area from which they were elected, that Representative may continue to represent the residents from the area from which he/she was elected for the remainder of the calendar year. If that Representative chooses not to continue to represent the area from which he/she was elected, he/she must resign from the RC.
5. If an elected Representative resigns or otherwise cannot complete his/her term, the Executive Committee must immediately solicit volunteer residents from the appropriate geographic area to complete the term. If there is only one (1) volunteer, that resident is installed as the Representative at the next regular RC meeting. This resident has all the powers and responsibilities that an elected Representative would have. If there is more than one (1) volunteer, then the RC conducts a special election in the geographic area from which the elected Representative resigned or cannot complete the term. The winner of the special election is installed as the Representative at the first regular RC meeting after the election.
6. Representatives not currently completing their third consecutive term are eligible to stand for re-election. After a Representative serves three (3) consecutive terms as the Representative for a specific geographic area, that Representative is not eligible to stand for re-election as the Representative for that area for one (1) year. After that one (1) year absence, that resident is again eligible to stand for re-election as the Representative for that area. If a resident moves to a different geographic area, that resident is eligible to stand for election as the Representative for the new geographic area for three (3) years before being ineligible to stand for election for one (1) year.
7. If an elected Representative is unable to attend a meeting, he/she may appoint an alternate from the same geographic area to attend the meeting in his/her absence, but these temporary alternates may not vote.
8. Each Area Representative has one vote. If due to a vacancy, there is only one Representative for a geographic area with two votes, that Representative may vote twice on behalf of that geographic

area. Only Representatives who are elected or installed in compliance with Article III. A. 5. are eligible to vote on RC matters on behalf of their area.

9. Persons appointed to a partial term are eligible to stand for election for three (3) additional consecutive one (1) year terms.

10. Representatives must:

- a) Make themselves known to all residents they represent.
- b) Keep themselves well informed about the operations of BSTW in at least the areas of management, finance, marketing, maintenance, construction, dining services.
- c) Attend the regular RC meetings or have a knowledgeable resident from their geographic area attend as a non-voting representative for them.
- d) Communicate with their residents regularly.
- e) Inform residents about the proper procedure for addressing issues the residents believe should be considered by the RC.
- f) Encourage residents to use the RC resident “Suggestions and/or Concerns Form” (See Attachment C to Policies and Procedures) to properly document and present issues to the RC for consideration; and
- g) Suggest issues and matters to be included on the agenda for RC meetings, as appropriate, through written submission or attendance at the Pre-RC agenda planning meetings.

B. Elected Officer Members

1. Elected Officer membership is comprised of:

- a) RC chair,
- b) vice chair, and
- c) executive secretary.

2. At the September meeting, the current Representatives and Standing Committee Chairs elect a Chair-Elect, a Vice-Chair-Elect, and an Executive Secretary-Elect as the officers of the RC for the next calendar year. Any person who has agreed to stand for election and who is either currently a member of the RC or has previously been a member of the RC at any time in the past may be nominated for these positions. If necessary, the Chair-Elect may appoint a Recording Secretary from BSTW resident volunteers in January.

3. Officers-Elect are installed after the election but do not begin to serve their one-year term as Officers until the first of January of the next calendar year.

4. If there is a vacancy in the office of the Chair, the Vice-Chair assumes that position for the remainder of the term. If there is a vacancy in the office of Vice-Chair or Executive Secretary, the RC Chair requests a volunteer from the voting members of the RC to complete the term. If there are no volunteers, the RC Chair appoints a voting member of the RC to become the new officer.

5. Officers not currently completing their third consecutive term are eligible to stand for re-election. After an Officer serves three (3) consecutive terms as an Officer, that Officer is not eligible to stand for re-election to that Office for one (1) year. After that one (1) year absence, that resident is again eligible to stand for re-election to that Office. If an Officer is elected to a different office, that Officer is eligible to stand for election to that new Office for three (3) years before being ineligible to stand for election for one (1) year.
6. Each Officer has one (1) vote per role.
7. Persons appointed as an Officer for a partial term are eligible to stand for election for three (3) additional consecutive one (1) year terms.
8. Officers must:
 - a) Perform the duties of their office.
 - b) Make themselves known to all residents.
 - c) Keep themselves well informed about the operations of BSTW in at least the areas of management, finance, marketing, maintenance, construction, and dining services.
 - d) Attend the regular RC meetings.
 - e) Communicate with residents regularly.
 - f) Suggest issues and matters to be included on the agenda for RC meetings, as appropriate, through written submission or attendance at the Pre-RC agenda planning meetings.

C. Appointed Members

1. Appointed RC membership is comprised of the Chairs of all active Standing Committees that have been approved in compliance with Article VII. C.2. These include the following committees as well as any standing committees subsequently approved by majority vote of all voting Representatives and Standing Committee Chairs of the RC:
 - a) Communications Services,
 - b) Technology Support,
 - c) Entertainment,
 - d) Finance,
 - e) Wellness and Life Enrichment,
 - f) Hospitality,
 - g) Recognitions, and
 - h) RC Elections for Representatives and Executive Committee.
2. The term of Standing Committee Chairs is one (1) year beginning on the third Thursday in January.
3. All Standing Committee Chairs are appointed to represent their Standing Committee. If a resident resigns as Chair of a Standing Committee, that resident may continue to represent that

Committee for the remainder of the calendar year unless another resident is approved as Chair of that Committee.

4. Each Standing Committee Chair has one (1) vote. Only Standing Committee Chairs who are appointed in compliance with Article VII. C. 2. are eligible to vote on RC matters on behalf of their committee.
5. Standing Committee Chairs must:
 - a) Make themselves known to all residents.
 - b) Keep themselves well informed about the operations of BSTW in relation to the purpose of their Standing Committee.
 - c) Attend the regular RC meetings or have a knowledgeable committee member attend as a non-voting representative for them.
 - d) Inform residents about the proper procedure for addressing issues related to the purpose of their Standing Committee.
 - e) Suggest issues and matters to be included on the agenda for RC meetings, as appropriate, through written submission or attendance at the Pre-RC agenda planning meetings.

D. Ex-Officio (non-voting) Members

1. Permanent Ex-Officio (non-voting) members of the RC are comprised of:
 - a) Chair, Activities Coordinating Council (ACC)
 - b) Chair, Dining Room Advisory Council (DRAC)
 - c) Bexar County Elections Liaison (EL)
 - d) BSTW Resident who is the voting member of the AFV Board of Directors
2. Additional Ex-Officio (non-voting) members may be selected by the RC and serve at the pleasure of the Representatives and Standing Committee Chairs.
3. The Chair of the Activities Coordinating Council (ACC) provides information about the activities of the ACC.
4. The Chair of the Dining Room Advisory Council (DRAC) provides information about the activities of the DRAC.
5. The Bexar County Elections Liaison serves as the Election representative for Bexar County Precinct 1081 and is the primary point of contact between Bexar County election officials and the Precinct. This member keeps the Resident Services Director, the RC, and BSTW residents informed about municipal, state, and federal elections.
6. The BSTW Resident who is the voting member of the AFV Board of Directors reports periodically on the activities of the AFV Board of Directors. When a replacement is needed, this person is selected by the AFV Board of Directors from among resumes

submitted by resident applicants to the Resident Services Director and the RC Chair. All resumes received are forwarded to the AFV Board of Directors.

ARTICLE IV. DUTIES OF ELECTED OFFICERS OF THE RC

A. RC Chair

1. The RC Chair presides over all meetings and periodically reports on RC activities at general RC meetings.
2. In compliance with Roberts Rules of Order, the RC Chair only votes if there is a tie vote of the Representatives and Standing Committee Chairs.
3. With the approval of the Executive Committee, he/she appoints a Chair for all standing and ad hoc committees, except the Elections Committee, and serves as a member of all committees except the Elections Committee.
4. The RC Chair represents the RC at all activities where RC representation is appropriate.
5. The RC Chair also attends the AFV Board of Directors meetings as a non-voting, ex officio member with reporting voice input.

B. Vice Chair

1. The Vice-Chair performs the duties of the RC Chair in his/her absence. If the RC Chair is unable to serve on a continuing basis, the Vice-Chair becomes the RC Chair.
2. The Vice-Chair maintains a roster of current elected and appointed members of the RC and the number of years each has served, current ex officio members, current ad hoc committee chairs, and committee members, including their status.
3. He/she performs other duties as directed by the RC Chair.

C. Executive Secretary

1. The Executive Secretary, and/or the RC Chair, must notify all RC members, residents, and invited staff of the date and time of each scheduled RC meeting by providing timely notices in the *Roadrunner*, on **Uniguest** or its successor application, and on the BSTW television channel.
2. The Executive Secretary prepares the minutes of all RC meetings and distributes a copy to all RC members in a timely manner.
3. The Executive Secretary may vote both as Executive Secretary and as Chair of the Election Committee for Representatives and Officers.
4. He/she may delegate the preparation of the minutes to a Recording Secretary who has been appointed by the RC Chair and approved by the Executive Committee.
5. After the minutes are approved, the Executive Secretary must post them in the 3-ring binder in the library and forward electronic copies of them to the Webmaster to post them on the portal and on

Uniquist or their successor applications.

6. The Executive Secretary shall maintain a copy of the current Bylaws and of the current Policies and Procedures.
7. He/she shall ensure that changes to these documents are provided to all RC members and the BSTW Resident Services Director within 30 days after adoption.
8. The Executive Secretary is the RC Elections Committee Chair.
9. He/she also performs other duties as directed by the RC Chair.

ARTICLE V. EXECUTIVE COMMITTEE

A. Composition.

The RC Chair, Vice-Chair, and Executive Secretary comprise the Executive Committee.

B. Quorum.

The presence of two (2) Executive Committee members constitutes a quorum.

C. Actions.

1. The Executive Committee must approve the creation and charge of ad hoc committees if any are needed to address issues at BSTW.
2. The Executive Committee must approve the Chairs for the Standing Committees that are proposed by the RC Chair.
3. The Executive Committee shall not take any other actions unless:
 - a) The Executive Committee determines that obtaining a quorum of the RC on a timely basis is not feasible, and
 - b) The best interests, welfare, or safety of the BSTW residents will suffer if action is postponed until a quorum of the RC can be assembled.

D. Ratification.

The RC must vote on any action taken by the Executive Committee at the RC's next regular meeting.

ARTICLE VI. MEETINGS

A. Agenda.

1. The RC Chair prepares and distributes an Agenda for each meeting of the RC.
2. The RC Chair should accept suggested agenda items from all members of the RC and, if appropriate, from

residents.

3. The RC Chair may accept these as emails or other written submissions or may conduct a Pre-RC Planning Meeting with Representatives and Standing Committee Chairs.
4. This meeting is only to plan meeting agendas. If these meetings are held, a quorum is not required; minutes are not required, no votes may be taken, and Representatives and Standing Committee Chairs are strongly encouraged to attend.

B. Quorum.

For all types of RC meetings, the presence of members able to cast at least half of the total potential votes at the meeting constitutes a quorum.

For example, with the three elected Officers having one (1) vote each, Liberty House and Freedom House having one (1) vote each, 9 other geographic areas having 2 votes each, and 8 Standing Committee Chairs having 1 vote each, the potential votes would be 31 and at least half would be 16 votes.

C. Regular RC Meetings.

1. Regular RC meetings are held on the third Thursday of the month.
2. At least 11 regular meetings are held each calendar year.
3. A regular meeting may be rescheduled if RC members receive notice at least 72 hours before the newly scheduled time.
4. A person may not cast votes in more than three capacities on any issue: one as a Representative, one on behalf of a vacant position in his/her geographic area and one as Chair of a Standing Committee.

D. Special Meetings.

1. The RC Chair may call a special meeting when, in the opinion of the Executive Committee, an issue cannot be delayed until the next regular RC meeting or when any ten (10) Representatives and Standing Committee Chairs request in writing that the RC Chair call a special meeting.
2. A person may not cast votes in more than four capacities on any issue: one as a Representative, one on behalf of a vacant position in his/her geographic area, one as a Chair of a Standing Committee and one as an elected officer.

E. Attendees.

All BSTW residents and staff may attend all regular and special RC meetings. Residents may be recognized to speak at the sole discretion of the RC Chair who may consider time constraints and the requirements of each meeting.

ARTICLE VII. COMMITTEES

A. Types of Committees.

1. Committees may be either Standing Committees which are permanent and address specific, on-going areas of RC responsibility or Ad Hoc Committees which address time-sensitive issues or concerns that do not fall within the purposes of a Standing Committee.
2. All committees are expected to work closely with BSTW AFV Management in the areas of their purpose, interest, and concerns.

B. Creation of Committees.

Committees may be created by the Bylaws or by a vote of the Executive Committee to address specific areas of interest or concern. When creating an Ad Hoc Committee, the Executive Committee must give the committee a written charge or mission statement.

C. Selection of Chairs and Committee Members

1. For the RC Election Committee, the Committee Chair is the Executive Secretary, and the RC Chair selects at least two additional members from Representatives, Standing Committee Chairs, or BSTW residents.
2. For all other Standing Committees, the RC Chair selects the proposed Chair of each Standing Committee annually and submits the names of these proposed Standing Committee Chairs to the Executive Committee for approval in January.
3. The Committee Chairs may be either Representatives or other BSTW residents.
4. The approved Committee Chairs select the committee members, who may be Representatives or BSTW residents.
5. The Standing Committee Chairs submit the names of the committee members to the Vice-Chair to be placed on the roster.
6. Standing Committee Chairs and members serve until the end of the calendar year and may be re-appointed each year.
7. The RC Chair also selects the proposed Chair of each Ad Hoc Committee when it is created and submits the name of the proposed Chair to the Executive Committee for approval.
8. Ad Hoc Committee Chairs and members serve until their charge or mission is completed.

D. Committee Reports.

Committee Chairs should report briefly to the RC at each regular meeting on the progress of their committee's work.

E. Standing Committees and their Purposes.

Standing Committees and their purposes include:

1. Communications Services. This Committee (CSC) acts as a liaison between the RC and BSTW AFV Management about the quality and scope of existing communication services. It works closely with BSTW AFV Management to provide the RC with coordinated recommendations about all communication systems as needed. The CSC provides residents with information about changes to communications systems through reports at the RC meetings, articles in the *Roadrunner*, and notices on the portal and on Uniguest, or their successor applications.
2. Technology Support. Without charge to BSTW residents, this committee provides them support for electronic technologies usage and problem resolution. Specific services include setting up cell phones, desktop and laptop computers as well as assisting with basic system operation of Apple and/or Windows operating systems; resetting equipment; explaining how to use 'smart TV' features; programming cable remotes; helping connect new printers; and other electronic device related issues.
3. Entertainment. This Committee's motto is "Entertainment for your Enjoyment." Without charge to BSTW residents, this committee provides residents entertainment to support their morale and welfare in compliance with the Entertainment Committee Procedures in IV of the Policies and Procedures.
4. Finance. This Committee acts as a liaison between the RC and Chief Financial Officer (CFO) of AFV. It works closely with the CFO to monitor BSTW financial activities and provide suggestions, as appropriate. It is a conduit for financial information to keep BSTW residents aware of the fiscal soundness, stability, and the current financial status of BSTW. The committee reviews resident concerns about financial issues and forwards relevant comments through the RC and the Executive Committee to the CFO, as appropriate.
5. Wellness and Life Enrichment. BSTW wellness programs include activities promoting healthy lifestyles, such as participation in Zumba, Yoga, Water Therapy, and the use of fitness facilities like the swimming pool, fitness center, and other equipment. The committee reviews these programs for potential improvements and problem resolution. It also makes recommendations to the Wellness Director for other or additional programs, facilities, and equipment that would improve the health, safety, and well-being or quality of life of BSTW residents in compliance with the Wellness and Life Enrichment Committee Procedures in VI of the Policies and Procedures.
6. Hospitality. This Committee has two sub-groups – Ambassadors and Sponsors. The Hospitality Committee recruits BSTW residents to perform these functions and oversees their work in compliance with the Hospitality Committee Procedures VII of the Policies and Procedures. Any BSTW residents may be selected for this purpose. This committee works closely with the Marketing Counselors and the Relocation Liaison to support them and advise them about residents' concerns and ideas about marketing and entry into the community.
7. Recognitions. The RC presents awards to BSTW residents who distinguish themselves through unique contributions to the quality of life of other BSTW residents. The contributions include any BSTW activities with unique or sustained performance. This committee receives and evaluates nominations for this recognition from other BSTW residents in compliance with the Recognition Committee Procedures in VIII of the Policies and Procedures.

8. Elections for Representatives and Officers. This Committee seeks candidates for Representatives and Officers and conducts the elections for these positions in compliance with the Procedures for Election Committee in IX and X of the Policies and Procedures.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

In accordance with *Robert's Rules of Order Newly Revised* (current edition), the RC Chair decides on issues not covered in these Bylaws or the Policies and Procedures. Such decisions can be reversed by a majority vote of the Representatives and Standing Committee Chairs.

ARTICLE IX. AMENDMENTS

A. Duration of Effectiveness.

Bylaws, and the Policies and Procedures remain in effect until amended or rescinded.

B. Proposal.

Proposed amendments may be submitted by residents, Representatives, Standing Committee Chairs, or members of the Executive Committee. They should be submitted in writing to the Executive Committee for review, discussion, and preparation of a formal draft amendment by either the Executive Committee or an Ad Hoc committee established to perform those functions.

C. Distribution of Draft and Ballots.

The written formal draft amendment must be distributed to the Representatives and Standing Committee Chairs **4 weeks** before the meeting at which the votes on the formal draft will be tabulated. The written ballot for voting on the formal draft amendment will be distributed with the draft amendment. Representatives and Standing Committee Chairs who are not able to attend the meeting may submit their ballot to the RC Chair at any time before the meeting. Representatives and Standing Committee Chairs who will be attending the meeting may submit their ballots at the meeting.

D. Adoption.

To adopt a formal draft amendment of the Bylaws, two-thirds (2/3) of the Representatives and Standing Committee Chairs must vote in favor of adopting the formal draft amendment.

To adopt a formal draft amendment of the Policies and Procedures, a majority of the Representatives and Standing Committee Chairs must vote in favor of adopting the formal draft amendment.

E. Approval.

If a formal draft amendment is adopted by the RC, the adopted amendment is sent to the BSTW Resident Services Director for approval. The BSTW Resident Services Director may, in his/her discretion, forward it to the AFV Board of Directors for review and final approval.

ARTICLE X. GLOSSARY

A. BSTW.

BSTW means Blue Skies of Texas West.

B. RC.

RC means the Residents' Council of BSTW which conveys information between the residents and the Board of Directors of Air Force Villages, Inc. through BSTW AFV Management.

C. BSTW AFV Management.

BSTW AFV Management means both the professional operational staff who serve BSTW in such functions as Resident Services, Wellness, Maintenance, assisted living in Liberty House, cognitive care in Freedom House and the professional staff who administer the corporate functions of BSTW including the Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief of Health Services, Compliance, Development, Chief Financial Officer (CFO), and Human Resources (HR).

D. Representatives and Standing Committee Chairs.

Representatives and Standing Committee Chairs include both:

1. the elected representatives of the 11 geographic living areas at BSTW which include each of the 4 towers, two subdivisions of the Lakes, two subdivisions of the Oaks, the Gardens, Liberty House and Freedom House, and
2. the appointed Standing Committee Chairs which include Communications Services, Technology Support, Entertainment, Finance, Wellness and Life Enrichment, Hospitality, Recognitions, and Elections for Representatives and officers.