

BYLAWS AND OPERATING PROCEDURES
Naval Air Station Joint Reserve Base Regional Coordination Committee

Adopted March 2008
Amended September 2009

STATEMENT OF PRINCIPLES

1. Naval Air Station Joint Reserve Base Fort Worth is a vital national military asset that serves the operational needs of the United States Navy (as the host unit), United States Air Force, United States Army, United States Marine Corps, and the Texas Air National Guard.
2. Naval Air Station Joint Reserve Base Fort Worth is home to over 2,100 active duty military jobs, nearly 1,800 full-time civilian employees, and over 7,000 Reserve and Guard jobs.
3. Naval Air Station Joint Reserve Base Fort Worth is required to be open and operational in order to maintain the adjacent presence of Lockheed Martin which employs over 14,000 civilians, in the manufacturing and testing of aircraft and aircraft technology.
4. Local leaders recognize that the economic health of the State of Texas is impacted by and depends upon the success of the Naval Air Station Joint Reserve Base Fort Worth.
5. Land use near a military base can complement or compromise the utility and effectiveness of the installation and its mission.
6. Local leaders entered into this Joint Land Use Study committed to a fair and open process of examining land use and development issues around the installation, enhancing communication between the installation and the community and implementing practical

policies, programs and projects geared to sustaining and enhancing the installation and the quality of life in the neighboring communities.

7. A resolution in support of the expansion of missions at Naval Air Station Joint Reserve Base Fort Worth was adopted by the Joint Land Use Study Policy Committee on September 24, 2007. Similar resolutions were adopted by the surrounding entities in close proximity of Naval Air Station Joint Reserve Base Fort Worth.

DEFINITIONS

Section 1. The following definitions shall apply to terms used in these Bylaws and Operating Procedures:

- A. Encroachment. Encroachment is defined as the development of housing, schools, hospitals, and other incompatible uses in close proximity to a military installation and airfield. Such encroachment can threaten the viability and continued future operation of a military installation.

- B. Joint Land Use Study. The Joint Land Use Study was a cooperative planning initiative between the Naval Air Station Joint Reserve Base Fort Worth, City of Benbrook, City of Fort Worth, City of Lake Worth, City of River Oaks, City of Westworth Village, City of White Settlement, and Tarrant County. The goal of the Joint Land Use Study was to promote compatible community growth that supports military training and operational missions. This inter-jurisdictional partnership will result in the identification of actions that can be taken jointly by the community and installation to promote compatible development and address current and future encroachment.

C. Study Sponsor. The study sponsor is defined as the agency that administers the grant, performs coordinating activities related to the successful completion of the grant, maintains accountability for grant activities, and reports to the Department of Defense on activities associated with the grant. The North Central Texas Council of Governments has been selected to fulfill this role.

D. Voting Entity. A voting entity is defined as a city or county that:

- Is located in close proximity to the Naval Air Station Joint Reserve Base Fort Worth as described in Section 3, Section A “Membership,” and
- Has expressed intent to participate in the Joint Land Use Study by passing a resolution in support of the study and assigning voting representatives as described in Section 3, Section A, “Membership.”

E. Elections. Regularly scheduled elections shall take place in April of every even-numbered calendar year. Special elections shall be held on an as-needed basis due to mid-term vacancies of any length of time.

ORGANIZATION

Section 2. Implementation efforts related to JLUS recommendations shall be overseen by the Naval Air Station Joint Reserve Base Regional Coordination Committee (RCC).

A. RCC Purpose. The RCC is comprised of local governments located in close proximity to the Naval Air Station Joint Reserve Base Fort Worth. The RCC is charged with implementing land development recommendations, performing public outreach events, and providing direction to staff. The RCC shall be the forum for cooperative decision making by local governments in close proximity to the Naval Air Station Joint Reserve Base Fort Worth.

NAVAL AIR STATION JOINT RESERVE BASE REGIONAL COORDINATION COMMITTEE.

Section 3. The following rules shall govern the procedure, membership, and records of the Naval Air Station Joint Reserve Base Regional Coordination Committee.

- A. Membership. Membership on the RCC includes the local governments in close proximity to the Naval Air Station Joint Reserve Base Fort Worth listed here: City of Benbrook, City of Fort Worth, City of Lake Worth, Town of Lakeside, City of River Oaks, City of Sansom Park, Town of Westover Hills, City of Westworth Village, City of White Settlement, and Tarrant County. In order to become a voting entity, the governing body of the entity must pass a resolution supporting the Joint Land Use Study recommendations adopted by the JLUS Policy Committee on September 24, 2007, and it must assign representatives to the RCC. Each voting entity shall be allotted two votes on all matters of the RCC. Non-voting members of the RCC shall be: Department of Defense Office of Economic Adjustment, Naval Air Station Joint Reserve Base Fort Worth, area Chambers of Commerce, Lockheed Martin, and North Central Texas Council of Governments. Voting members may also invite Economic Development Corporations and military support organizations as additional non-voting members.
- B. Appointees. Voting representatives of voting entities shall be appointed by and serve at the pleasure of their city councils and Commissioners Court. Each city council and the Commissioners Court may appoint two members from their jurisdiction, including but not limited to elected officials, an appointed member of another local government board, or a citizen representative of the applicable entity to serve on the RCC. Each entity may only assign voting members to the RCC through an action of its governing board. The term of each assigned member will be determined by the appointing entity. Members may appoint or delegate alternates to attend meetings for which they are not available and to vote in their

place. Delegate appointments shall be made to the Secretary or the Secretary's designee prior to the start of the meeting.

C. Standards of Conduct. RCC (voting and non-voting) members shall not:

- Appear before the RCC while acting as an advocate for any other person, group, or business entity;
- Knowingly use their position on the RCC for their own private gain, or for the financial gain of their business;
- Engage in debate or vote on matters affecting a person, entity, or property in which that individual has a conflict of interest; or
- Accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties.

All RCC members must adhere to Chapter 171 of the Local Government Code and to the Code of Ethics from their respective local governments and public agencies.

D. Attendance. Records of attendance of RCC meetings shall be kept and presented as part of each meeting summary. Entities with members that have missed at least three consecutive meetings will be notified and the appointing bodies shall be asked to review the continued service of their representatives.

E. Quorum. When there are eight or fewer members with eligibility as voting entities, the quorum rule shall be: At least one voting representative from at least five of the voting entities must be present at meetings for the RCC to take action. When there are nine or more members with eligibility as voting entities, the quorum rule shall be: At least one voting representative from at least six of the voting entities must be present at meetings for the RCC to take action.

F. Officers. The RCC shall elect a Chair, Vice Chair, and Secretary for a term of two years. Regular elections shall be held in April every even-numbered year, or at the first Committee meeting that takes place thereafter. The Chair may rotate between various entities at the pleasure of the Committee. Chair, Vice Chair, and Secretary are considered for reelection every two years. No officer may serve more than two consecutive regularly-elected terms in any one position. The Chair shall preside over meetings of the RCC. In the event that the Chair of the RCC cannot continue to serve at any time during the term of election, the Vice Chair shall automatically become the Chair, and the Secretary shall automatically become Vice Chair. If an officer declines to fill a vacancy in these circumstances, a special election shall be held for the vacant position(s). A vacancy in either the office of the Vice Chair or Secretary shall be filled by the RCC by means of a special election in the first meeting of the Committee after the vacancy becomes known. In the event that the offices of Chair, Vice Chair, and Secretary all become vacant, new officers shall be elected by means of a special election at the next regularly scheduled meeting of the RCC with nominations from the floor. When possible, and at the Chair's discretion, the Chair may be advised by the Immediate Past Chair throughout his or her tenure. In the event that the Immediate Past Chair is not re-appointed by his or her entity, at the Chair's discretion, he or she will serve as advisor for one two-year term in a non-voting capacity if they so desire.

G. Meeting Schedule. At least one meeting shall be held annually by the RCC, but the Committee shall meet as often as necessary for the purpose of transacting the business at hand. The Chair shall call the meeting and shall designate in the written notice of the meeting the business to be transacted or considered. Regular meetings shall be held on the third Monday of each month at 1:30 p.m., or as designated by the committee, and will be hosted on a rotating basis by the voting entities.

H. Open Meetings. Written notice of the meeting, accompanied by an agenda, shall be transmitted to the members and to local news media at least 72 hours prior to the meeting. The place of meetings shall be designated by the Chair. All meetings shall be held as open meetings as defined in Chapter 551 of the Texas Government Code.

I. Meeting Summary. Summaries of the meetings shall be kept and shall be submitted to the members of the RCC for approval.

J. Staff Support. Staff support for the RCC shall be provided by the North Central Texas Council of Governments. Officers may assign administrative functions to the staff.

K. RCC Functions. The function of the RCC shall be to review and vote on all matters related to implementation of the Joint Land Use Study recommendations surrounding the Naval Air Station Joint Reserve Base Fort Worth. This includes but is not limited to: providing direction to staff, implementing land development recommendations, and performing public outreach events.

INTENT

Section 4. These Bylaws and Operating Procedures are intended to provide rules and procedures to assure the orderly function of the Joint Land Use Study implementation surrounding the Naval Air Station Joint Reserve Base Fort Worth.

ADOPTION

Section 5. These Bylaws and Operating Procedures shall be in full force and effect at such time as they have been approved by two-thirds vote of the RCC at a meeting at which a quorum, as defined herein, is present.

REVISION

Section 6. These Bylaws and Operating Procedures may be revised by approval of two-thirds of the members of the RCC at a meeting at which a quorum, as defined herein, is present. Changes in the Bylaws must be presented at one regularly scheduled meeting and voted on at a following regularly scheduled meeting. No Bylaw change shall be made that has not been presented at a previous meeting. The Chair shall vote on Bylaw changes.