

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

**Adopted March 2008**

**Amended October 2015**

**Amended January 2022**

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 thousands of Civilian, Reserve, Guard and full time military 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 thousands of civilians, in the manufacturing and testing of aircraft and aircraft technology.
4. Local leaders recognize that the mutual well being of the Naval Air Station Joint Reserve Base Fort Worth and the surrounding communities is contingent upon cooperative strategic planning.
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 a 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 to the 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 The Department of Defense defines “encroachment” as the cumulative result of any and all outside influences that inhibit normal military training and testing.
  
- B. Joint Land Use Study The Joint Land Use Study (JLUS) is a cooperative planning process between the Naval Air Station Joint Reserve Base Fort Worth and communities surrounding the installation including, but not limited to: City of Benbrook, City of Fort Worth, City of Lake Worth, City of River Oaks, City of Sansom Park, City of Westworth Village, City of White Settlement, and Tarrant County. The goal of the Joint Land Use Study is to promote compatible community growth that supports military training and operational missions. This inter-jurisdictional partnership results 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. Non-voting Entity A non-voting entity is defined as an entity approved by the RCC as described in Section 3, Section A “Membership” that has a relevant and impactful association with the Naval Air Station Joint Reserve Base, Fort Worth and/or voting entities. A non-voting entity may appoint one non-voting member to serve on the RCC in an advisory capacity.
  
- D. Representative Representative and member, when referring to an individual appointed by a voting or non-voting entity, have the same meaning.
  
- E. Study Sponsor In the event of study or grant awards, 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 on activities associated with the grant. The North Central Texas Council of Governments fulfills this role at the discretion of the Regional Coordination Committee.

F. 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 Regional Coordination Committee (RCC) by passing a resolution in support of the mission statement of the RCC and assigning voting representatives as described in Section 3, Section A, “Membership.”
- Voting entities must be in good standing to cast votes. To maintain a “good standing” status, entities shall not be more than 90 days in arrears of required financial contributions.
- Voting entities shall appoint two voting members to serve on the RCC.

## ORGANIZATION

Section 2. Implementation efforts related to JLUS recommendations shall be overseen by the Naval Air Station Joint Reserve Base Fort Worth 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, and providing direction to staff. The RCC shall be the forum for the cooperative development of recommendations related to issues impacting the Naval Air Station Joint Reserve Base Fort Worth.

## NAVAL AIR STATION JOINT RESERVE BASE FORT WORTH REGIONAL COORDINATION COMMITTEE

Section 3. The following rules shall govern the procedure, membership, and records of the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee (RCC). In all other cases, the rules contained in the current edition of ***Robert’s Rules of Order Newly Revised*** shall guide the RCC to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the RCC may adopt.

A. Membership Membership on the RCC is open to 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 mission statement of the RCC, and it must assign representatives to the RCC. Local governments that were voting entities prior to January 24, 2022, will reaffirm membership on the RCC with a new resolution. Each voting entity shall be allotted two voting members that may vote on all matters of the RCC. Non-voting entities may be allowed on the RCC by a vote of the RCC voting members and the list of non-voting entities shall be reviewed annually. The following organizations are eligible to become non-voting entities: Department of Defense Office of Local Defense Community Cooperation; Naval Air Station Joint Reserve Base, Fort Worth; area Chambers of Commerce; Lockheed Martin; Independent School Districts; Economic Development Corporations; the North Central Texas Council of Governments; and other local, state, or federal agencies or entities as appropriate. Each non-voting entity shall be allotted one non-voting member to participate in discussions and provide advice to the RCC.

B. Appointees Voting representatives of voting entities shall be appointed in writing by and serve at the pleasure of their mayor, city councils, and/or Commissioners' Court. Each mayor, city council, and Commissioners' Court shall 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. The term of each assigned member will be determined by the appointing entity.

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. Members shall notify the Committee Secretary or staff if they are unable to attend regular RCC meetings.
- E. Quorum The quorum rule shall be: At least fifty-percent of all voting members must be present to conduct the business of the RCC. Once a quorum has been determined to exist, any business of the membership may be accomplished by a simple majority vote of the members making up the required quorum unless otherwise specified in these Bylaws.
- F. Officers The RCC shall elect a Chair, Vice Chair, Secretary, and Treasurer for a term of two years. Any appointed representative of a voting entity is eligible for officer positions. The Chair may rotate between various entities at the pleasure of the Committee. Chair, Vice Chair, Secretary, and Treasurer 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. 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. Executive Committee The Executive Committee shall be comprised of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee may be convened at the discretion of the Chair to seek consensus about RCC correspondence. The RCC will be briefed on Executive Committee actions at the regular RCC meetings.
- H. Elections Regularly scheduled elections shall take place the first quarter of every odd calendar year. A nominating committee as appointed by the Chair at a meeting held in the third quarter of every even calendar year shall provide at least one candidate for each position. Candidates shall be announced to the Committee in the meeting held in the fourth quarter of every even calendar year. Additional nominations will be accepted from the floor during the candidate announcements by the Nominating Committee. The incumbent officers shall preside over the

entire meeting during which officer elections are held, with the newly elected officers beginning their duties at the conclusion of the meeting.

Special elections shall be held on an as-needed basis due to mid-term vacancies of any length of time. In the event that any officer position becomes vacant, the position will automatically be filled in succession order: if the Chair becomes vacant, the Vice Chair shall become the Chair, the Secretary shall become Vice Chair, and the Treasurer shall become Secretary, and a special election shall be held for Treasurer. A vacancy in the Vice Chair, Secretary, or Treasurer position will be automatically filled in the same succession order. If an officer declines to fill a vacancy in these circumstances, a special election shall be held for the vacant position(s) in the first meeting of the Committee after the vacancy becomes known. In the event that the offices of Chair, Vice Chair, Secretary, and Treasurer 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.

- I. 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 Committee shall endeavor to meet quarterly. 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 a month at 1:30 p.m., or as designated by the Committee, and will be hosted on a rotating basis by the voting entities.
- J. Meetings All meetings shall be open to the public. Notice of the meeting, accompanied by an agenda, shall be posted at least 72 hours prior to the meeting at a minimum: on the RCC website, sent to city secretaries and the county clerk of Voting Entities, and via email to RCC members and interested parties.
- K. Meeting Summary Summaries of the meetings shall be kept and shall be submitted to the members of the RCC for approval.
- L. Staff Support Staff support for the RCC shall be provided by the North Central Texas Council of Governments as long as they are able to provide this service. The RCC is able to contract for staff support as needed. Officers may assign administrative functions to the staff.



- M. RCC Function 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 in accordance with the RCC mission statement. 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 implementation of the Joint Land Use Study recommendations 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 Regional Coordination Committee 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 Regional Coordination Committee at a meeting in 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.