



WATERMAN VILLAGE

BYLAWS OF THE RESIDENT COUNCIL

The mission of the Resident Council is to offer support and work with Waterman Village management in seeking to provide a well-run community which includes the needs, lifestyles, wellness and enjoyment sought by the entire community.

January 2023

I. PURPOSE

The Resident Council acts as a liaison between the residents and management through regular Council meetings and oversight of its standing committees. It functions as an advisory group to management and seeks to foster a mutually advantageous relationship between management and the residents.

II. COMPOSITION AND TERM OF OFFICE

The Resident Council shall be composed of thirteen members who shall be elected according to the provisions stated in Article V of these bylaws. Members shall serve a three-year term of office starting on January 1 of the first year and ending on December 31 of the third year, and shall not serve consecutive terms. In case of a vacancy on the Council, the chairperson shall appoint a new member with approval of the Council to complete the balance of the term. Vacancies on the Resident Council must be filled.

III. RESPONSIBILITIES

- A. All members shall come prepared for meetings.
- B. No individual member has the authority to speak or take action on behalf of the Resident Council without authorization of the Resident Council.
- C. In the event that an immediate decision is required between meetings of the Resident Council, the Executive Committee (see Article X) shall make a decision, which will then be reported at the next regular meeting of the Council.
- D. The Resident Council shall have the authority to appoint standing committees, as deemed necessary.
- E. The Resident Council shall have the authority to discharge standing committees.

IV. MEETINGS

A. Council Meetings and Resident Meetings

Regular meetings of the Resident Council shall be held on the third Monday of each month. Monthly resident meetings shall be held at a time mutually established by management and the Resident Council. The Council may make periodic reports during resident meetings.

B. Quorum

The quorum shall be seven members. If fewer than seven members are present, the only business in order shall be informational reports. No motions may be proposed or voted on in the absence of a quorum.

C. Attendance by Council Members

Members missing three or more meetings a year may be dismissed from their position. A majority vote is required to remove a person for attendance issues.

D. Attendance by Guests

Guests may attend meetings of the Resident Council as observers, but may not speak except by invitation of the chairperson. Guests may speak for a maximum three minutes. Guests wishing to propose a formal change to Resident Council procedures must use the process outlined in paragraph F. of this Article rather than speaking extemporaneously from the floor. Guests who engage in disruptive behavior may be asked to leave and denied access to future meetings.

E. Agenda

The agenda for each regular Council meeting shall be developed and proposed by the Chairperson and adopted by the Council as the first order of business.

F. Resident Proposals

Residents wishing to propose a formal agenda item for Council consideration shall notify the chairperson of the Resident Council in

writing one week in advance. Such notification shall include the substance, rationale and intended benefit thereof arising from placing the agenda item. Said request may then be added to the current or a future agenda by vote of the Resident Council. Resident proposals that the Council has previously voted against during the current calendar year shall not be resubmitted for a minimum of 6 months from the date of the initial submittal.

V. NOMINATIONS AND ELECTIONS

A. Nominating Committee

During September, the Council shall elect a nominating committee consisting of a chairperson and two additional members.

B. Applications

Application forms for the Resident Council shall be made available to all residents in the Business Center located in The Lodge (See sample form #1). Completed forms must be returned to the Concierge Desk by October 15. Applications should indicate prior experience on Waterman Village committees and the applicant's interest in serving on the Resident Council.

C. Nominations

A minimum of four positions on the Resident Council shall be filled each year except in special circumstances as noted in the addendum to these Bylaws. The nominating committee shall review the applications and may interview prospective nominees. The committee shall nominate one candidate for each position to be filled. Each nominee shall have completed one full year of service on a standing committee of the Resident Council.

D. Elections

The slate of nominees shall be presented to the Resident Council at its November meeting. The slate shall be approved by vote of the Council.

VI. OFFICERS

The officers of the Resident Council shall be a chairperson, a vice chairperson, and one additional member of the Executive Committee to be elected by the Resident Council. Officers shall be elected according to the provisions stated in Article VIII of these bylaws, and shall serve a term of one year or until their successor is elected. The chairperson shall appoint a recorder.

VII. DUTIES OF OFFICERS AND RECORDER

A. Chairperson

The Chairperson shall:

1. Prepare an agenda.
2. Preside at all meetings.
3. Appoint Ad Hoc committees.
4. Fill vacancies on the Resident Council with approval of the Council.
5. Review and correct, if necessary, the draft minutes.
6. Maintain a copy of the current bylaws and procedures.
7. Keep a roster of current members, applications, and dates of service.
8. Prior to the January meeting, the incoming Chairperson shall call a special meeting solely for the new members to explain their responsibilities.
9. Be an ex officio member without vote of all standing committees.

10. Meet with the standing committee chairpersons in January to review the standard procedures and protocols for committees.

B. Vice Chairperson

The Vice Chairperson shall:

Assume the duties of the Chairperson in the absence or inability of that person to serve and shall assist the Chairperson when called upon to carry out planned programs. In the event of a vacancy in the office of chairperson, the vice chairperson shall serve as chairperson pro tem and the Resident Council shall immediately elect a new chairperson.

C. Recorder

The Recorder shall:

1. Record the minutes of each meeting (see sample form 1).
2. Give the draft copy of the minutes to the Chairperson for review.
3. Once reviewed by the Chairperson, distribute draft copies of the minutes to members of the Resident Council for approval.
4. Prepare an electronic copy of the minutes and provide same to the Waterman Webmaster for inclusion on the Waterman Village resident web portal. jbassett@watermanvillage.com
5. Maintain updated bylaws of the Resident Council, and ensure that these are made available to all residents.

VIII. ELECTION OF OFFICERS

The Resident Council shall elect officers for the upcoming year at the Council's December meeting. Only current, or newly elected previous officers of the Resident Council shall be eligible to serve as an officer. The term of office shall be one year or until a successor is elected. No person may serve consecutive terms in the same office, except that a member who has served less than half a term (6 months) shall be eligible to serve an additional one-year term.

IX. DISTRICTS

- A. The Resident Council shall identify and prescribe the boundaries of thirteen Districts within Waterman Village.
- B. The Council Chairperson shall appoint each member of the Council to represent one of the thirteen Districts. The member appointed need not be a resident of the assigned District.
- C. Each District representative shall devise means of maintaining regular communication with residents within the District.
- D. Each District representative shall be responsible to make arrangements for and preside over an annual District luncheon.

X. EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the officers of the Resident Council and one member selected at large. This committee shall have the authority to make decisions on behalf of the Council as stated in Article III, C.

XI. STANDING AND AD HOC COMMITTEES

- A. Standing Committees
 - 1. Responsibility

The Resident Council shall have the responsibility to appoint and discharge standing committees, state the purpose for each standing committee, adopt and amend the rules for standing committees, determine the number of members to serve on each standing committee, and determine the qualifications for serving on standing committees. An updated list of approved standing committees shall be appended to these bylaws.

2. Members

Except as otherwise authorized by the Resident Council, standing committees shall have a minimum of nine members, with a minimum of three members to be elected at the end of each calendar year. Members may serve a maximum of three consecutive years. The committee chairperson may fill any vacancy on the committee by appointment. No person may serve consecutive terms on the same committee, except that a person who has served less than half a term (18 months) shall be eligible to serve an additional 3-year term.

3. Nominations and Elections

The committee chairperson shall appoint a nominating committee in September. The slate of nominees, consisting of one person for each position to be filled, shall be presented at the November meeting. The nominating committee must insure campus wide participation from both the Oaks and Lakeside for filling vacancies. If there are nominations from the floor, voting shall be conducted by written ballot. If there are no nominations from the floor, the slate shall be accepted to serve a 3-year term commencing on January 1st. The chairperson should invite the newly elected members to attend the December meeting as guests.

4. Officers

The committee officers shall be a chairperson and a vice chairperson. The committee shall elect these officers at the December meeting. The committee officers' duties shall

correspond to the duties of the Resident Council officers, as stated in Article VII, Sections A and B, of these bylaws. Officers shall serve for one year and may continue to serve for a second year if no successor is elected and provided that the member's term of office shall not extend beyond the three-year term to which the member was elected. The committee chairperson shall appoint a recorder whose duties shall correspond to duties #1-5 of Article VII, Section C, of these bylaws.

5. Resident Council Liaison

Each Standing Committee meeting shall include an assigned representative (liaison) from the Resident Council whose responsibility is to report pertinent information from the Resident Council meeting. This liaison shall also report to the Resident Council pertinent information from the Standing Committee meeting. This will maintain an open communication between the Resident Council and the Standing Committees. The liaison shall not act as a member of the Standing Committee and therefore will not vote on that committee or participate in the agenda items unless requested by the Chairperson. Liaisons unable to attend an assigned meeting are responsible for obtaining an alternate from the Resident Council.

6. Meetings

- a. Standing committees shall meet monthly. The quorum for each standing committee shall be a majority of its members. Meetings are open to any resident who wishes to attend. Residents may not speak except by invitation of the committee chairperson.
- b. Guests may attend meetings of the Standing committees as observers, but may not speak except by invitation of the chairperson. Guests may speak for a maximum three minutes. Guests wishing to propose a formal change to committee procedures must use the process outlined in Article XI, para c below rather than speaking extemporaneously from the floor.

Guests who engage in disruptive behavior may be asked to leave and denied access to future meetings.

- c. Residents wishing to propose a formal agenda item for committee consideration shall notify the chairperson of the committee in writing one week in advance. Such notification shall include the substance, rationale and intended benefit arising from placing the agenda item. Said request may then be added to the current or a future agenda by vote of the committee. Resident proposals that the committee has previously voted against during the current calendar year shall not be resubmitted for a minimum of 6 months from the date of the initial submittal.
- d. The committee chairperson shall report the names of members who accumulate three absences. A member may be removed by vote of the Resident Council.

B. Ad Hoc Committees

Ad hoc committees shall be appointed by the chairperson of the Resident Council, shall be given a specific charge, and shall be given a time frame to complete their charge. When an ad hoc committee has completed its assigned task, it shall submit its final report to the Resident Council. The committee then shall cease to exist.

XII. PARLIAMENTARY AUTHORITY

The parliamentary process for the Resident Council shall be the current edition of *Robert's Rules of Order Newly Revised*. These rules shall be used to the extent practical in meetings of the Resident Council and standing committees. The Resident Council retains the right to suspend these rules, via majority vote, in special circumstance such as a natural disaster, civil disturbance or public health medical emergency alerts by appropriate authority.

XIII. BYLAW AMENDMENTS

The chairperson of the Resident Council may appoint an ad hoc committee to draft amendments to these bylaws. Only those sections deemed necessary need be identified for consideration. The proposed changes shall be voted and approved by a two-thirds vote of the Resident Council as an agenda item, given an effective date, and distributed to members of the Resident Council and chairpersons of standing committees, and made available to all residents.

STANDING COMMITTEES OF THE RESIDENT COUNCIL

1. ACTIVITIES

This Standing Committee meets with the Independent Living Activities Management or a representative. Its purpose is to recommend and assist in planning and implementing a well-rounded program for the independent living residents.

2. DINING SERVICES

This Standing Committee meets with Culinary Department management or a representative. Its purpose is to reflect resident's views on the food selection, service and physical condition of the dining facilities.

3. HOME & GROUNDS

This Standing Committee meets with the director of Plant Operations or a representative. Its purpose is to function as a liaison between the residents and Plant Operations to make sure that all maintenance and grounds issues are brought to the attention of management and completed in a timely and satisfactory manner.

4. HOSPITALITY

This Standing Committee meets with the Director of Marketing or a representative. Its purpose is to visit and welcome new residents, describe the activities available to them, and answer any questions.

5. LIBRARY

This Standing Committee is to meet with the Activities Department or a representative, from which it receives funding. The Library Committee is unlike any other committee in that they have total responsibility for managing the library. Its goal is to provide an interesting library with a wide selection of appropriate books and magazines. Its duties and responsibilities are described in the Library Procedural Handbook. In order to provide communication between the Resident Council and the Library Committee, a representative of the Resident Council will attend all meetings. The Resident Council has given permission to the Library Committee to have no term limits.

6. MARKETING

This Standing Committee meets with the Director of Marketing or a representative. Its purpose is to provide input and suggestions regarding advertising, and marketing projects. Members may assist the marketing department, as needed, in conducting tours or hosting guests. They may also assist, as needed, in identifying (a) those items that enhance the marketability of Waterman Village, and (b) those items that may deter or negatively impact marketing.

7. SPIRITUAL ADVISORY

This Standing Committee meets with the Chaplain or a representative. Its purpose is to give guidance and council to the Chaplain in developing and enhancing programs supporting the spiritual welfare of the residents. The committee participates in the decision-making process for the disbursement of the Love Offering funds.

8. SUNSHINE

This Standing Committee works in coordination with the Independent Resident Relations Administrator or representative. Its purpose is to send Get Well and Sympathy Cards to the residents.

9. WELLNESS

This standing committee meets with the director of Wellness or a representative with the purpose of promoting exercise, good health opportunities and education within Waterman Village through development of programs, community outreach and special promotional events.

RESIDENT COUNCIL MEMBERSHIP APPLICATION

Date _____

I would like to be considered for membership on the Resident Council for a three-year term.

Name _____

Address _____

Phone _____ Email Address _____

District _____

Qualifications

Can you commit yourself to attend at least 75% of the monthly meetings for each year of your membership? ___ Yes ___ No

Have you been a member of any Waterman Village committee for a full year?
___ Yes ___ No If yes, when? _____

Which Committee? _____

Would you accept an office on the Resident Council (Chairperson, Vice Chairperson, Recorder) if elected? ___ Yes ___ No ___ Maybe

Please leave completed form at the Concierge Desk in the Lodge no later than October 15. Applications received after October 15 will not be considered.

STANDING COMMITTEE MEMBERSHIP APPLICATION

Date _____

I would like to be considered for membership on the _____
Committee for a three-year term.

Name _____

Address _____

Phone _____ Email Address _____

District _____

Qualifications

Can you commit yourself to attend at least 75% of the monthly meetings for
each year of your membership? Yes No

Have you been a member of any Waterman Village committee? Yes
 No

If yes, which committee? _____

Would you accept an office on this committee (Chairperson, Vice Chairperson,
Recorder) if elected? Yes No Maybe

*Please leave completed form at the Concierge Desk in the Lodge no later than October
15. Applications received after October 15 will not be considered.*

COMMITTEE MINUTES

WATERMAN VILLAGE
Mount Dora, Florida

(COMMITTEE NAME) MEETING MINUTES

LOCATION AND DATE OF THE MEETING:

MEMBERS IN ATTENDANCE:

MEMBERS ABSENT:

MANAGEMENT IN ATTENDANCE:

CALL TO ORDER

Chairperson _____ called the meeting to order at (time).

APPROVAL OF MINUTES

The Chairperson asked if the minutes of the last meeting had been read and if there were no corrections, the minutes stand approved.

REPORTS

OLD BUSINESS

NEW BUSINESS

NEXT MEETING

The next meeting of the (Committee Name) will be on (date) at (time) in the (Location).

ADJOURNMENT

There being no further business the meeting adjourned at (time).

_____, RECORDER

ADDENDUM

To accommodate the significant expansion of Waterman Village during calendar year 2022 the number of districts expanded from nine districts to thirteen districts to accommodate the addition of Lakeside facilities and residents. Ensuring a timely integration of the Oaks and Lakeside residents, the Resident Council voted in July of 2022 to temporarily suspend the period of residency and prior participation on one of the Standing Committees for membership on the Resident Council. Four new residents were individually recruited by Council members and were proposed and voted upon for membership on the Council. Terms of service were determined by blind draw with the new members being selected for a follow-on one-, two-, or three-year term. This insures a phased turn over of Lakeside residents in the coming years.

The Council chairperson shall keep a record of the terms of service for these individual and insure they are replaced at the appropriate time coincident with the existing Oaks residents Council members rotation.

This addendum remains in effect through calendar year 2025 unless superseded by subsequent Resident Council changes to the underlying Bylaws.