



RAC Committee Chair Handbook

Updates
Feb 2023
Feb 2023
Mar 2023
July 2023
Aug 2023
Nov 2023



RAC Committee Chair Handbook

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1. Introduction

Residents' Association Council (RAC)

RAC is an organization composed of elected residents of Freedom Plaza formed for the purpose of providing residents the opportunity to address issues that concern their safety, welfare and comfort and shall at all times be in conformity with Florida Statute 651.

RAC is made up of seventeen elected residents who represent each floor of the Plaza building (14) and the GVT Buildings (3). These representatives, the RAC officers, and the immediate past president make up the Council. These seventeen area representative members are known as RAC Representatives (RAC Reps).

RAC has three officers elected by the Council. Officers include president, vice president and secretary. These three plus the immediate past president comprise the Residents' Association Council Executive Committee (ExComm). RAC does not collect dues – so we do not have funds or a treasurer.

The RAC, together with the RAC standing committees, is structured to provide optimum opportunity for residents and Freedom Plaza management to communicate on issues that are of concern to both residents and management.

Further information is contained in Sections 8 and 9 of this handbook, the RAC By-Laws and RAC Standing Rules. See Article VII of the By-Laws and Section G of the Standing Rules.

The RAC Council - 2023

Executive Committee (ExComm)

Sweet, Ron (President)	813-391-7667	RAC_President@aol.com
Turcotte, Bill (Vice President)	813-383-7627	dturcotte79@gmail.com
Warren, Janet (Secretary)	813 634-6692	flasungirljw3@aol.com
Harris, Janis (Past President)	813-642-0285	janiseharris32@gmail.com

RAC Reps by Area

1BC Turcotte, Bill	813-383-7627	dturcotte79@gmail.com
1DE Cummings, Pam	262-227-1409	gorpam@yahoo.com
2BC Aragon, Alice	303-829-6580	alicearagon121@gmail.com
2DE Roth, Chuck	813-642-0679	chuckroth38@gmail.com
3BC McCutcheon, Joyce	941-330-7797	rjmccutch@comcast.net
3DE O'Brien, Carol	813-331-3492	Cobrienvt.47@gmail.com
4BC Cape, Veanna	813-390-4988	veannacape@hotmail.com
4DE Roberts, Al	813-649-9155	alwrob111@gmail.com
5BC Nenarella, Jeanne	813-642-9885	<u>jnenarella@yahoo.com</u>
5DE Heym, Doug	813-727-8483	heynhaus@gmail.com
6BC Carter, Ron	813-733-7483	rg4golf@aol.com
6DE Schuldt, Sue	847-274-3717	suzieschuldt@yahoo.com
7BC Jones, Letha	813-260-3673	lmjcog@gmail.com
7DE Warren, Janet	813-634-6692	flasungirljw3@aol.com
GVT 5-6 Vore, Kathy	813-336-9883	kathy@topoftranquility.net
GVT 7-8 Georges, Nuri	813-642-9878	geornur@hotmail.com
GVT 9-10 Clark, Carolyn	201-281-5708	carolyn23@tampabay.rr.com
Technical Representative Don Vore	813-336-9882	<u>don@topoftranquility.net</u>

2. Introduction to RAC Committees

To assist RAC in fulfilling its purpose and to provide for an orderly review of operation of Freedom Plaza, RAC has established standing committees which have the responsibility of working both with and without representatives of management on the many activities that are required to support the residents of Freedom Plaza.

In the words of Sam Fuller, a former RAC President:

Were it not for RAC and its Committees, the cost to live here would greatly increase. The business of RAC is also the business of [Freedom Plaza]! Seeing to it that the facilities are properly maintained, keeping residents entertained, supervising the food service to assure that residents' wants and needs are satisfied, helping in the area of Activities, various health care issues, etc. Without the work of the RAC Committees, [Freedom Plaza] would need to hire more staff at a greatly increased cost. Without RAC committees this community would be a far different place.

The RAC Committees, listed below, operate under the guidance of the RAC Council. Each committee is formed with a Chairperson, Secretary, RAC member Liaison and volunteer residents; all interested in the mission of that committee. Most meet monthly; minutes are prepared and sent to the RAC Secretary, eventually reaching all the residents so everyone is kept informed. The RAC Liaison assists the committee's work as necessary. The current standing committees are:

Associate Appreciation	Golf
Administrative Services	Health Care
Community Life Services	Housekeeping
Movie Subcommittee	Maintenance
Dining Services	Sports
Casual Dining Subcommittee	Technology
Finance	

3. Committee Mission Statements



Mission Statement

RAC Administrative Services Committee

Work with Director of Administrative Services Department to ensure the operations and procedures for the Front Desk, Transportation, Security and Safety at Freedom Plaza are optimized, and that we adhere to these optimal standards.

Responsibilities:

1. Review security, transportation, front desk and interdepartmental operations and communications to make sure these serve the best interests of the residents.
2. Collect resident concerns in these areas and work with management to improve procedures to address those concerns.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Associate Appreciation Committee

The Associate Appreciation Committee solicits contributions to provide annual bonuses to eligible Associates.

Responsibilities:

1. Establish a means for residents to contribute monthly, quarterly or yearly.
2. Encourage and remind Residents to contribute to the Fund.
3. Ensure all contributions are confidential and voluntary.
4. Assure the rules of eligibility for recipients are followed.
5. Distribute the funds yearly according to established criteria.
6. Hold meetings on a regular basis to formulate plans for administering the Fund and to keep all committee members informed.
7. Oversee the Fund bank account at Wells Fargo Bank.
8. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Community Activities Committee

Serve in an advisory capacity to the Community Life Services Department in developing social and leisure activities that enhance life at Freedom Plaza through physical, emotional, social, intellectual, spiritual and purposeful programs.

Responsibilities:

1. Ensure a wide variety of both physical and intellectual activities are offered regularly.
2. Actively solicit resident input regarding existing and proposed programs.
3. Ensure programs and activities are provided which can be enjoyed by individual participation as well as in groups.
4. Ensure that all major holidays are marked by some special recognition.
5. Encourage resident participation in scheduled events.
6. Support Community Life Services Department as necessary.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Dining Services Committee

Act as an active liaison between the Residents of Freedom Plaza and the Dining Services Department to ensure that the highest standards of hospitality, dining, and service are maintained.

Responsibilities:

1. Regularly review and evaluate the menu cycle and provide recommendations on food quality, variety and presentation.
2. Observe and report dining service issues.
3. Solicit and provide Resident perspective on proposed changes in operations prior to implementation.
4. Create Comment Card Report for discussion and follow up at monthly Dining Services Committee meeting.
5. Be a proactive, unbiased and objective vehicle of communication to the Dining Services Department.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Dining Services

Casual Dining Sub-Committee

Establish an ongoing review process of the Casual Dining (CD) functionality. Identify and recommend new CD menu offerings and potential new CD areas and liaise with the Dining Services (DS) Committee and appropriate Dining Services Department Management to enhance and expand the Casual Dining experience.

Responsibilities:

1. Hold Sub-Committee meetings monthly.
2. Review and evaluate CD menus.
3. Recommend additional CD menu offerings to DS Committee and appropriate DS Department management.
4. Recommend additional CD venues to DS Committee.
5. Maintain minutes of CD Sub-Committee Meetings and provide to DS Committee in a timely fashion.



Mission Statement

RAC Finance Committee

Monitor and report on the security of the Residents' financial investment
In Freedom Plaza.

Responsibilities:

1. Review compliance with financial aspects of FS651.
2. Participate in Freedom Plaza financial meetings as appropriate.
3. Support RAC President in understanding and dealing with legally required financial reports.
4. Monitor that the prepaid medical allocation letter goes out to residents no later than November of each year.
5. Provide minutes of all meetings to RAC Executive Committee in a timely manner.



Mission Statement

RAC Golf Committee

Work with management to ensure that Freedom Fairways provides an enjoyable golf experience for residents and the public.

Responsibilities:

1. Identify the concerns and needs of all Freedom Fairways golfers with emphasis on the residents of Freedom Plaza.
2. Make recommendations for improving the condition of Freedom Fairways.
3. Make inputs to management regarding green fees and membership rates.
4. Assist the director and Freedom Fairways staff in scheduling and managing special golf events and related activities.
5. Meet with relevant Directors and staff to support golf related issues which require financial commitment from management.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Health Care Committee

Work in concert with the Resident Services Director to ensure health care information and access to services are available to residents.

Responsibilities:

1. Exchange information; discuss needs and concerns of Residents.
2. Plan activities and programs for residents including presentations of physicians, medical specialists and other experts in various fields.
3. Hold support group meetings in areas of interest to residents.
4. Identify and report health related issues requiring management action.
5. Preview and evaluate management health policies, practices and procedures for Residents and recommend improvements.
6. Provide assistance for resident health programs organized by management.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Housekeeping Committee

Work with Director of Environmental Services to assure the highest quality of housekeeping is provided for The Plaza, The Plaza Club, and Golf View Terrace.

Responsibilities:

1. Assign inspectors to common areas of Freedom Plaza and Golf View Terrace.
2. Provide immediate feedback of findings requiring prompt attention to Director of Environmental Services.
3. Provide written inspection reports to the Chairman by the 1st Thursday of every month.
4. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Maintenance Committee

Work in concert with the Plant Services Department to ensure the Plaza Building, Plaza West Health Care Center, Golfview Terrace, The Plaza Club and all associated common area grounds and landscaping, are well maintained.

Responsibilities:

1. Inspect assigned areas and report maintenance deficiencies to the Plant Services Department.
2. Devise solutions to maintenance issues through detailed observation, recommendations, discussion and follow up.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement
RAC Sports Committee
(Tennis and Pickle Ball etc.)

Encourage resident interest in racket sports and provide the opportunity for healthful and safe activity.

Responsibilities:

1. Assist the Director of Golf and Tennis as required.
2. Make recommendations regarding the physical aspects of the courts.
3. Ensure the use of proper tennis equipment and etiquette.
4. Promote the Freedom Plaza lifestyle through invitations to non-resident guests and by sponsoring racket sports events.
5. Provide minutes of all meetings to RAC ExComm in a timely manner.



Mission Statement

RAC Technology Committee

Facilitate, encourage, support, educate, and familiarize the residents of Freedom Plaza with the use of technology both proactively and in response to the needs of individuals, RAC Committees, and the Council.

Responsibilities:

1. Schedule presentations from experts in areas of technology. e.g. Cell Phones, Computers, Smart Speakers etc.
2. Provide for demonstrations of new technological devices.
3. Work in conjunction with ROC to give support to Residents with their electronic devices.
4. Consolidate and re-train all current AVL operators and develop a ROC approved AVL squad to provide support for specific FP activates requiring AVL assistance.
5. Provide minutes of all Committee Meetings to RAC ExComm in a timely manner.



4. Committee Guidelines



4a. Forming the Committee:

1. In first quarter of each year, the RAC Election Committee contacts each Committee Chair to learn of the number of anticipated vacancies as the result of members completing their terms or wishing to retire.
2. The Election Committee then surveys all the residents by sending each an application to complete, noting the committees they wish to join.
3. Next the Chair of each Committee receives a list of the residents' names who wish to join that committee.
4. The Committee Chair then selects the required number of candidates best qualified to complete the Committee's mission. The Chair may choose to interview applicants and may ask the Committee to assist in the selection of applicants. The Chair sends a letter to each applicant, chosen or not. Sample letters are provided by the Election Committee. All applicants not chosen, remain in the committee's bank for the remainder of the committee year and all new members come from the bank.
5. When all committee vacancies are filled, the Committee Chair should inform the Election Chair. The Committee Chair should then schedule a committee meeting because the new and continuing members must elect officers. It is important that this process be completed promptly so that the new committee is established and ready to function promptly.
6. The departing Committee Chair should pass on all official RAC materials to the new Chair. Ask for them if you don't receive them or ask your RAC Liaison to obtain a copy for you. Please review carefully.
7. Your Committee's Mission Statement is in Section 3 of your notebook.
8. Each Committee is assigned a Council member as Liaison for your support, questions, advice, etc. They are voting members of the committee and count towards your membership total.

4b. Committee Chair Best Practices

1. Each Committee Chair attends Resident Association General Meetings, usually held the fourth Friday at 10:00am bi-monthly. (Jan, Mar, May, Jul, Sep & Nov). Please send a Proxy if you cannot attend. Committee Representatives sit in a reserved section in the front of the Auditorium. Always alert the- RAC Secretary if you have a proxy.
2. The Chairman chooses new members.
3. The Chairman creates new member job descriptions/requirements for election use.
4. The Chairman sets meeting date and time. (See Stephanie for room availability.)
5. The Chairman creates Meeting Agenda.
6. The Chairman chairs his meetings.
7. The Chairman meets with Director(s) for coordination and planning.
8. The Chairman meets with other committee Chairs to share experiences and work on issues of joint interest.
9. The Chairman attends Chair/ExComm Meetings as scheduled.
10. The Chairman briefs Council and Resident General Meetings.
11. The Chairman reads and understands the Committee Sections of RAC By-laws.
12. The Chairman works with RAC Liaison when Council assistance is needed.
13. The Chairman ensures that committee members know what is expected of them so there are no surprises.
14. Committee members who miss three consecutive meetings can be replaced under the By Laws unless extenuating circumstances supports the absences.
15. When a committee need replacement members, the Chairman contacts the Election Chair in case someone is waiting in the Election Bank.
16. The Chairman keeps all meetings flowing smoothly. Unnecessary conversation can be distracting, take up valuable time and lose the momentum of an important subject or issue at hand.
17. Roberts Rules of Order govern all RAC Business proceedings, thus the majority rules in voting issues. Refer to proper personnel practices in dealing with committee members. Contact RAC President if you need guidance.

Remember - as the chair of your committee - you are the leader.

Enjoy your assignment. We are glad to have you aboard!

4c. RAC Secretary Guidelines

The **minutes** that are produced from your monthly meetings are important to the FP residents and a large majority are interested in being well-informed by reading your minutes.

The purpose of this section is to establish some standard procedures for writing minutes, so they consistently portray the manner in which Committees and the Council conduct business, establish reasons for action, report action taken, and include names of those involved.

The RAC (Council) requires you to submit minutes via email for every monthly meeting. On months that you do not meet, please email a report submitted by the chair that reflects any progress you are making with projects (e.g., the Maintenance Committee sends both ongoing reports and minutes of meetings), or state that you are not meeting that month.

Send minutes and reports on a monthly basis VIA EMAIL to the RAC Secretary for posting on the RacRep.org web site. This satisfies the requirement in your mission statement to send minutes to the ExComm.

Next in this section you will find a suggested format for RAC Committee minutes. This is the same format used for Council Minutes.

All meetings should follow a Standard Order of Business put forth by Robert's Rules. Because "the job of getting business done should be done in such a way as to be *fair* for everyone taking part in the process of working out satisfactory *solutions* to the greatest number of *questions* in the least amount of *time*." All of the minutes submitted for our Freedom Plaza residents should reflect that process.

In general, the following list summarizes the secretary's duties:

- Maintains membership List
- Writes/distributes minutes & reports
 - Within the Committee & to ExComm
- Sends meeting reminders
- Distributes relevant documents to Committee

4d. Suggested Meeting Minutes Format

RAC (*your committee name*) Meeting Minutes

The meeting was called to order by (*Name & time*)

Members/proxies present: (*names/status here*)

Absent: (*names, indicate if excused*)

A roll call (*confirmed/did not confirm*) a quorum.

A motion was made to adopt the agenda. It was (*approved/ modified*). The motion was approved (*or defeated*).

Minutes were (*approved/modified*) via (*vote/e-mail/phone*) Reports (*include by whom and relevant information*)

Unfinished business (*list topics and results*) New business (*list topics and results*)

Chairperson (*name*) declared the meeting adjourned at (*time*)

The next meeting will be held on (*date, time*)

Respectfully submitted,
(*Name, title*)

Current Committee Chairs

Administrative Services

Carol O'Brien 813-331-3492 cobrienvt.47@gmail.com

Associate Appreciation

Janet Blackshire 813-260-3105 jtblacks@aol.com

Community Activities

Bill Turcotte 813 383 7627 dturcotte79@gmail.com

Dining Services

Anita Ciota 813 642-8155 mfhalc1@tampabay,rr.com

Dining Services Casual Dining

Schmidt, Judy 813 938-5123 jbschmidt185@gmail.com

Finance

Neil Rothfeld 813-642 9925 neilcpa@gmail.com

Golf

Marty O'Neill 813 642 9816 seatimbers1@gmail.com

Health Care

Janet Warren 813 634 6692 flasungirljw3@aol.com

Housekeeping

Letha Jones 813 260 3673 lmjcog@gmail.com

Maintenance

Ron Carter 813 773 7483 rg4golf@aol.com

Sports

Joe Birnbaum 813 633 5981 joenpearlfl@gmail.com

Technology

Mike Anderson 813 634 8434 manderson6257@tampabay.rr.com

5. Current Committees

Administrative Services

Chair: C O'Brien; Secretary, A Isler; C O'Neill (L),
Members: R. Carter, C. Roberts,,Y, Stout, A Roerts
L. Chambers, L Branter, B. Cobe, B. Ciota

Associate Appreciation

Chair: J Blackshire; Secretary, J. Schmidt, D. Parrish (Treasurer),
Members: J Nenarella (L), H. Halm, D. Heym, C. O'neill, D. Turcotte
K. Mahoney

Community Activities

Chair: B. Turcotte; Secretary, B, Harris, Sue Schuldt(L),
Janis Harris ,S. Zarinsky, D. Looney, G. Spoerl, V. Ewing,
T. Rubin, J Aronson, S. Brady

Dining Services

Chair: A, Ciota; K. Vore Secretary (L),
A. Hurlbrink, P. Bethea, M. Anderson, J. Kimbro, J. Price, C. O'Brien, E.Robbins
L. Cochran, J Schmidt

Dining Services Casual Dining Subcommittee

Chair: J. Schmidt; Secretary Susan Scott
S. Goldstein C. O'Neill, J. Ulics

Finance

Chair: N. Rothfeld, A. Roberts ; Secretary, J. Walker, V. Cape(L)
S.Braddy, J. McCutcheon, C. Snoeren, J. Keegan, D. Lowe

Golf

Chair: Marty O'Neill; Acting Secretary, D. Lowe
C. Bethea, C.Clark (L), j. Law, D. Green J. Law, D. Green, M.Walker,
M.Wellander

Health

Chair: J. Warren (L); Secretary: B. Batson,
C. Bohnenkamp, B. Guarino, T. Altshuler, B. Schuppert, S. Baker, E. Lahti,
R.Sweet, J Macholl, S. Papa, B. Clatterbuck

House Keeping

Chair: L. Jones(L), Secretary, A. Aragon
D. Bendersky, S. Brockhausen, B. Pappmeier, D. O'Donnell
G.Youngblood, P. Bethea, D. Bendersky, S.Howard, S. Schuldt,
M.Rohwer, D. Georges, S. Stephan, R. Doty, S. Green, L. Brantner

Maintenance

Ron Carter (chair), Secretary J. Ulics, C O'Brien(L)
Tim Broad, Marty O'Neill, Dick Moore, M. Reter,
J.Roberts, Mervin Rohwer, Glenn Spoerl, Yolanda Stout, Jerry Titsworth,
Jacqueline Trautweiler, Bob Youngblood.

Sports

Chair: J. Birnbaum; Secretary, H. Howath
T. Broad , C. Bethea, P. Portenga, L. Anderson, R Wells,
D. Rodericle, S Montana

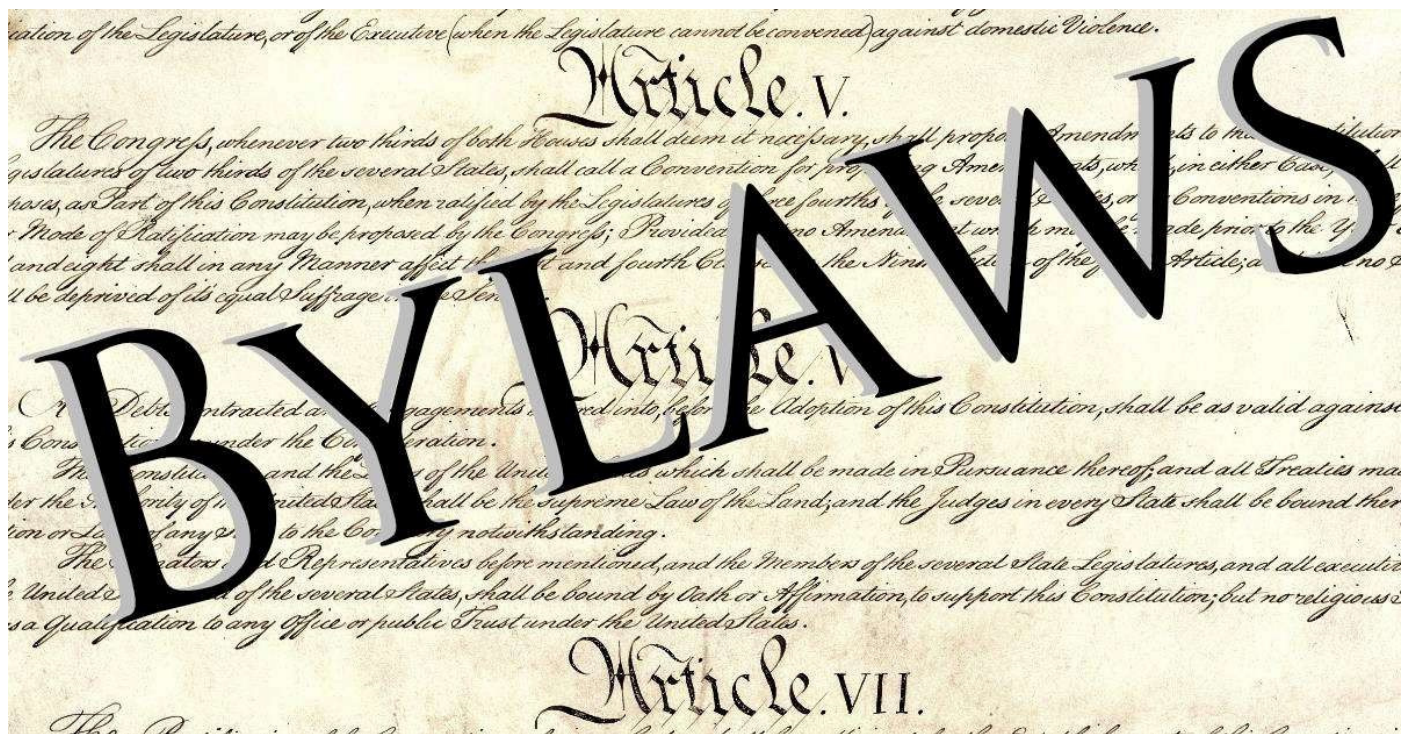
Technology

Chair: D. Bergman; Secretary; T. Hart
B. Clatterbuck, D. Dionne, D. Vore, D. Heym, G. Natbony,
H. Hintz, J. Aronson, L. Chambers, M. Anderson,
R. Sweet (L), S. Montana, S. Goldstein, T. Altshuler, J. Aronson,
D. Montana

RAC Committee Liaisons 2023

Committee	RAC Liaison	Phone No.
Administrative Services	Ron Carter	813-733-7483
Associate Appreciation Fund	Doug Heym	813-727-8483
Community Activities	Sue Schuldt	813-274-3717
Dining Services	Kathy Vore	813-336-9883
Finance	Veanna Cape	813-398-1038
Golf	Carolyn Clark	201-281-5708
Health Care	Janet Warren	813-634-6692
Housekeeping	Pam Cummings	262-227-1409
Maintenance	Carol O'Brien	813-331-3492
New Resident	Alice Aragon	303-829-6580
Sports Committee	tba	
Technology Committee	Ron Sweet	813-391-7667

6. RAC By-Laws



(Note: Two short sections – Article VII of the By-Laws and Section G of the Standing Rules - deal with Committees. Please read these two sections carefully.)

BYLAWS OF THE FREEDOM PLAZA

SUN CITY CENTER FLORIDA

RESIDENTS' ASSOCIATION AND RESIDENTS' ASSOCIATION COUNCIL

PREFACE

Freedom Plaza is an entry fee Life Plan Community committed by contract with Residents to provide a specific environment and services in and about the PLAZA and GOLFVIEW TERRACE. Satisfactory fulfillment of these contracts and their success and the success of the enterprise are important to the well-being of the Residents.

DEFINITIONS

Council: See Residents' Association Council (RAC). The terms, Council, Residents' Association Council, and RAC, are used interchangeably.

Executive Committee: the officers (president, vice president, and secretary) and immediate past president.

General Meeting: a non-business meeting of the Residents for the purpose of hearing reports and presentations relevant to residential life and providing a forum for questions by Residents.

Golfview Terrace: the six buildings numbered 5, 6, 7, 8, 9, and 10, together with any additional residential buildings built in the same area in the future.

Plaza: the main, seven-story building at Freedom Plaza.

RAC Representative: the person elected by the Residents to represent each of the several floors at the Plaza and all buildings at Golfview Terrace (hereinafter, RAC Rep).

Resident: any person residing at the Plaza or Golfview Terrace who holds a contract for continuing care with Plaza Freedom. Persons living at the Inn at Freedom Plaza, Plaza West Health Center Skilled Long-Term Care, Freedom Plaza Assisted Living, or Freedom Plaza Memory Care are not members of the Residents' Association.

Residents' Association: all Residents of the Plaza and Golfview Terrace.

Residents' Association Council (RAC): all RAC Reps together with the Immediate Past President.

ARTICLE I – PURPOSES

The purposes of RAC are to:

- Section 1** Ensure that both RAC and management are at all times in conformity with Chapter 651 of the Florida Statutes.
- Section 2** Ensure that the Plaza and Golfview Terrace provide safety, satisfaction, enjoyment, and pride for Residents at a cost as reasonable as possible.
- Section 3** Facilitate communication and mutual cooperation among the Residents, Management, and Staff.
- Section 4** Maintain procedures for receiving suggestions and complaints from Residents, for which RAC committees shall seek resolution, working with appropriate staff department heads.
- Section 5** Review and evaluate all committee reports. Take necessary action to address all significant matters not resolved at the Committee level. Pursue and re- solve such matters with the executive director of Freedom Plaza or, if necessary, corporate-level management.
- Section 6** Review and respond to proposals by management for changes in facilities or services.
- Section 7** Adopt rules, policies, and procedures related to the business of RAC.

ARTICLE II – MEMBERSHIP AND GOVERNANCE

- Section 1** The members of the Residents’ Association shall be all residents of the Plaza and Golfview Terrace who hold a contract for continuing care with Freedom Plaza.
- Section 2** The business of the Residents’ Association shall be managed by a council which shall be composed of the elected RAC Reps together with the officers and immediate past president.
 - (1)** Association members residing on each floor of the Plaza shall have the right to elect two RAC Reps.
 - (2)** Association members residing in each two buildings of Golfview Terrace shall have the right to elect one RAC Rep for those two buildings.
- Section 3** RAC Reps shall be elected for a two-year term of office. A RAC Rep may be reelected for one additional, consecutive two-year term.

Section 4 RAC Reps shall hold floor/building meetings on a regular basis to keep the Residents of their floor/buildings informed of changes and to answer any questions that might arise.

ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE

Section 1 The officers of RAC shall consist of the following: president, vice president, and secretary. These officers and the immediate past president shall comprise the Executive Committee, which the president chairs.

Section 2 The term of office for each officer shall be two years. Any of the officers may be elected for one additional term.

Section 3 A vacancy in any of the three offices shall be filled by the Council with such appointee serving for the remainder of the unexpired term of office. Any appointee may be elected for two additional terms.

Section 4 The Executive Committee shall:

- (1) Act for RAC between regular meetings.
- (2) Prepare the agenda for RAC meetings.
- (3) Call special meetings of RAC when necessary.
- (4) At the request, in writing, of three RAC Reps, call a special meeting.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 The president shall:

- (1) Preside at all meetings of RAC and the Executive Committee.
- (2) Exercise the powers provided by these bylaws.
- (3) Interact with the executive director and staff on issues raised by their actions or as received from Residents or referred by the Council or RAC committees.

Section 2 The vice president shall:

- (1) Assume the duties of the president in the absence or inability of the

president to perform his/her duties.

(2) Serve as the chairperson of the elections committee.

(3) Perform other duties as may be assigned by the president.

Section 3 The secretary shall:

(1) Record the minutes of all regular and special meetings of RAC.

(2) Furnish the office of the executive director with the minutes of all general meetings, all meetings of the Council, and all committee meetings for reproduction and distribution.

(3) Maintain the official records of RAC.

(4) Place RAC bylaws, standing rules, mission statements, minutes of RAC meetings, committee meetings, and special reports in a facility accessible to all Freedom Plaza Residents.

(5) Notify all Residents of Residents' Association General Meetings and RAC Reps of Council meetings.

(6) Perform such other related duties as may be assigned by the president.

ARTICLE V - ELECTION OF COUNCIL MEMBERS AND OFFICERS

Section 1 Each year, the president shall appoint an elections committee of at least three Council members, including the vice president, who shall chair the committee. The committee shall conduct an election in such a timely manner that it may report at the February meeting of the Council the results of the election for the position of RAC Reps whose term is expiring. Following the acceptance of the report, the newly elected RAC Reps shall be sworn in by the current president.

Section 2 At the February Council meeting, the newly elected RAC Reps and those RAC Reps and Council Members whose term did not end shall, where there is a vacancy, elect the president, vice president, and secretary, each of whom shall be a Council Member at the time of initial election or appointment.

2.1 If all Council members have been canvassed, and no candidate from the Council has been found to stand for the office of RAC Vice President by the last

day of December prior to the year the Vice President is to leave office, the election committee may canvass, in this order, the Immediate Past President, all former RAC officers, the ranks of the RAC Committee Chairs, the Committee Secretaries, Committee members, and finally the RAC members. Two candidates must be found, and the Council must elect one of them in February at the next regular election of officers.

2.2 In the case that the current Vice President is not assuming the position of President, s/he may be extended in that office for a period of up to one Year, by majority vote of the Council at the January meeting, in lieu of the above procedure.

Section 3 At the beginning of the May General meeting, the immediate past president shall formally install, by administering the oath of office, the newly elected officers.

ARTICLE VI - MEETINGS

Section 1 The Council shall, by resolution, establish a schedule for both General and Council meetings. Such meetings shall be not less frequent than bimonthly.

Section 2 General Meeting place: Freedom Plaza auditorium unless otherwise specified by RAC.

Section 3 Quorum: a majority of the RAC Reps shall constitute a quorum for trans-acting business at any RAC meeting.

Section 4 The executive director or an authorized representative of management shall be invited to attend the General Meetings of the Residents' Association.

Section 5 Residents:

(1) All Residents' Association General Meetings are open to all Residents.

(2) Any Resident wishing to make a specific presentation at a General Meeting shall give in writing at least seven business days in advance of such meeting, a notice of the presentation.

ARTICLE VII - COMMITTEES

Section 1 The Council may establish such standing committees and ad hoc committees as it deems appropriate.

- (1) All Residents are eligible to be committee members.
- (2) The Executive Committee shall appoint one Council member as Liaison to represent the RAC on each standing committee.
- (3) The term of each committee member begins on 1 July of the year of the member's election.

ARTICLE VIII - AMENDMENTS

Section 1 Amendments to these bylaws may be proposed by any Council member and shall be presented in writing and discussed at a regular meeting of the Council.

Section 2 A second reading shall occur at the next regular meeting of the Council. Adoption requires a two-thirds majority of the Council.

ARTICLE IX - ADMINISTRATIVE PROCEDURES

Section 1 *Roberts Rules of Order* shall govern all business proceedings at meetings of RAC when not inconsistent with these bylaws.

Section 2 The President shall have the authority to appoint a qualified person, subject to approval of the Council, to serve as parliamentarian of RAC.

Section 3 RAC may adopt standing rules to provide for the application and interpretation

7. Standing Rules

STANDING RULES OF THE FREEDOM PLAZA SUN CITY CENTER FLORIDA RESIDENTS' ASSOCIATION AND RESIDENTS' ASSOCIATION COUNCIL

A. PURPOSE AND INTRODUCTION

1 The purpose of these Standing Rules is to provide detailed procedures and policies, as determined by the Residents' Association Council, for the implementation of the Bylaws.

2 The structure of the Standing Rules follows that of the Bylaws. Reference to the Bylaws is by converting, for example, Article VI. Section 5 (1) to 6.5.1.

3 The Bylaws (2.2) provide that the immediate past president is a member of the Council. An immediate past president who is not then a RAC Rep shall continue as a member of the Council and as a voting member of the Executive Committee.

4 The Bylaws (2.2.1) provide for the election of two RAC Reps for each floor of the Plaza. One shall represent Wings B&C and one, wings D&E. Wings A are to be considered part of the adjoining larger wings on the same floor.

5. The Bylaws (2.2.2) provide one RAC Rep for two buildings in Golfview Terrace. The current combinations are buildings five and six, seven and eight, and nine and ten. Representation of additional buildings will be provided by Council action when required.

6. A RAC Rep who is unable to attend a RAC meeting or committee meeting may designate a proxy. The proxy shall have the same privilege of voting as the RAC Rep. Paper proxies are not permitted.

7.A RAC Rep who is unable to attend any RAC meeting or carry out related duties for a period in excess of one month may request the President to designate a substitute who, with the consent of the Council, may carry out the duties of said RAC Rep for a maximum of six months, after which the Council shall declare a vacancy to exist.

8 If a vacancy on the Council occurs, such vacancy shall be filled as follows:

The President shall appoint, if available, the nominee who received the second-highest number of votes from the floor or unit where the vacancy exists. If that nominee is unavailable, the President shall, with the consent of the Council, appoint any Resident of that floor or unit.

If there is no such Resident available from the floor or unit, the President shall, with the consent of the Council, appoint some other Resident to fill the vacancy.

9 A RAC Rep appointed to fill a vacancy on the Council shall serve for the remainder of that term.

Note: Section B thru D are reserved

E ELECTION OF COUNCIL MEMBERS AND OFFICERS

1. The Bylaws provide for the election of RAC Reps (5.1) managed by an elections committee. The committee shall provide nomination forms for the use of Residents of the floors and buildings scheduled to elect new RAC Reps. The committee shall collect and tally the nomination forms. If more than one Resident is nominated for any position, the committee shall conduct an election according to the requirements of the Bylaws and report the results to the Council.

2. An officer may, but need not, resign as a RAC Rep. An officer making this choice shall be replaced as a RAC Rep as provided in these Bylaws. Any officer who does resign as a RAC Rep shall, nonetheless, continue as a voting member of the Council. The retiring president, who becomes the immediate past president, shall continue to be a member of the Council and shall continue to be a voting member of the Executive Committee in that office.”

3. The choice of the President to resign as a RAC Rep may only be exercised once and must be exercised on or before 1 September of the year in which the election occurs.

F MEETINGS

1 The Bylaws (6.5.2) provide time during General Meetings for Residents to make specific presentations. The Resident shall be allowed a reasonable time at the meeting to address the Association. The Resident's written request shall indicate the length of the presentation, and RAC considers ten minutes "reasonable." RAC requires advance copy or summary of any presentation to be delivered at least 24 hours before the meeting; however, RAC reserves the right, to be exercised by the President or his or her designee, to halt any presentation deemed inappropriate or disruptive, in the sole discretion of the President. By submitting a request to make a presentation, a Resident is thereby assenting to these conditions.

2 The President shall allow a reasonable time for responses from the Residents.

3 The format shall be as follows:

- Any Resident, upon raising his/her hand and being recognized by the presiding officer, shall be given three minutes to respond to the previous presentation.
- A Resident shall not be given a second time to speak until other Residents who wish to speak have done so, with the same three-minute time limit.
- The President in his/her discretion may call for a motion to end the discussion. If second- ed and passed by a majority of the Residents present, the next presentation for which a re- quest was received in writing in a timely fashion shall be discussed following the same format.

- Upon termination of discussion on the presentations for which requests had been received in writing, the floor shall be open for discussion on any other topic, following the same format and time limits.

4 The minutes of RAC and RA General meetings shall primarily reflect what was done at the meetings rather than what the members said. A copy of the minutes of RAC and General meetings for the most recent three years shall be available to all Residents in a facility accessible to all Freedom Plaza Residents.

G COMMITTEES

1. Standing committees shall include, but are not limited to, the following: Administrative Services, Associate Appreciation, Community Activities, Movie Sub-Committee, Dining, Casual Dining Sub-Committee, Finance, Golf, Health Care, Housekeeping, Maintenance, Racket Sports, Technology, and Visually Impaired Persons. Each Standing Committee shall have a mission statement and responsibilities that it has approved, and that the Council has confirmed.
2. Standing committees shall meet on scheduled dates that will allow time for the committee secretary to prepare minutes and have them available to all RAC members prior to the next scheduled RAC meeting.
 - 2.1. Each standing committee may refer issues and questions flowing from the exercise of its responsibilities, when appropriate, to RAC. The RAC committee liaison or the committee chair will normally bring such matters to RAC at the next following meeting, and the RAC liaison will deliver a prompt summary of the response(s) of RAC, which will be confirmed in writing once the minutes of the meeting(s) where the matter was on the agenda have been approved.
 - 2.2. In order to avoid any potential conflict with RAC or Freedom Plaza policies or guidelines and to ensure that RAC communications with the Residents be uniform in approach and branding, all communications from a RAC Committee to the Residents as a body must be approved in writing by the Executive Committee in advance of distribution.

3. Each chairperson or a committee member alternate representative shall attend each General Meeting.
4. The Bylaws (7.3) provide for the appointment of a RAC Rep as a committee liaison, one for each committee. That person shall serve as a full-fledged voting member of that committee.
5. A Committee member is selected for a term of two years. A member may choose to serve a second consecutive two-year term on that committee, for a total of four years. A third two-year term is only available at the request of the committee chair and with the majority vote of the Council.
 - 5.1 Any resident may serve as a non-voting advisor to the Committee at the invitation of the Committee Chair during that Chair's term.
 - 5.2 Any Committee member whose terms are up may reapply to the same committee for membership at the next annual selection, i.e., a year after his terms are up.
 - 5.3 Any member deemed vital to the function of the VIP Committee or the Technology Committee by his Committee Chair is not term limited. The Chair shall give the list of those exempted to the Chair of the RAC Elections Committee on request.
6. Only one resident of an apartment shall ordinarily serve on a committee. That restriction may be waived for Members of the VIP and Technology Committees upon request by the Chair of the committee. Exceptions for other committees require a request by the Committee Chair and approval by the Council.
7. A Resident may serve on no more than two committees at the same time.
8. Standing committees shall normally have a maximum of nine members, including the Council appointed member. If any committee requires more than the nine members to fulfill its responsibilities, it may request an exemption from the Executive Committee. Such exempt committees are described as working committees. Current working committees are:
 - Administrative Services,
 - Community Activities,
 - Housekeeping, Maintenance
 - Technology.

9. Committee chairs shall maintain a list of committee members and the start dates of each member's initial and current term. In the spring of each calendar year, the RAC Elections Committee shall undertake to fill committee vacancies.

9.1. The elections committee will undertake to survey all Residents of the Plaza and Golf View Terrace, soliciting volunteers for membership on standing committees.

9.2. Committee chairs shall provide the Elections Committee with the names of any committee member whose term is expiring who requests to serve an additional term with a recommendation as to whether the Council should grant the request, keeping in mind the need to maintain adequate turnover in committee membership.

9.3 Once the Council has reached a decision with respect to granting additional term requests, the chairs will select from the lists of volunteers developed by the Elections Committee to fill vacancies on their committees. Interim vacancies shall be filled by the same process using the bank of volunteers maintained by the vice president.

10. After the new members have joined their respective committees, each committee shall elect its own chair and secretary.

11. In the event the replacement of a RAC Committee member is required, Council may take this action by a two-thirds vote of the RAC Reps present at any regular or special meetings of the Council.

These Standing Rules were adopted on 22 August 2014 and amended at the following RAC meetings: November 2014; May, June, and October 2015; January and February 2016.

These Standing Rules were overhauled in 2019, and this revised version was adopted in June 2020.

Standing Rules (G1, G2.2 revised, G8 added) were amended and adopted on October 23, 2020.

Standing Rules G5, G5.1, G5.2 were amended and adopted on November 19, 2021

Standing Rules G5.3 and G.6 were amended and adopted on March 1, 2022.

10. RAC Presidents

1991 Prior to opening	Volunteer Council
1992 Opening year	Volunteer Council
1993 First elected President	Cliff Fleearty
1994	Ed Miller
1995	Bill Quesenberry
1996	Gene Brown
1997	George Grange
1998	Ardis Grezaffi (Nash)
1999	Harold Bartley/Charles Dana
2000	Jim Tatum/Paul Forsyth
2001	Jim Tatum
2002	Barton Cook
2003	Barton Cook
2004	John Garretson
2005	Dee DeOrsey
2006	Dee DeOrsey
2007	Ty Sturdevant
2008	Ty Sturdevant
2009	Ray Adams
2010	Sam Fuller
2011	Sam Fuller
2012	Gloria Wentling
2013	Sarah Chambers
2014	Sarah Chambers
2015`	Sarah Chambers
2016	Pearl Birnbaum
2017	Pearl Birnbaum
2018	Janis Harris
2019	Janis Harris
2020	Ron Sweet
2021	Ron Sweet
2022	Ron Sweet
2023	Ron Sweet

END