



**UNITED STATES AIR FORCE ACADEMY  
BOARD OF VISITORS  
WASHINGTON, DC 20330**

**U.S. Air Force Academy Board of Visitors - Bylaws**

**ARTICLE I: AUTHORITY AND PURPOSE**

The Board of Visitors of the United States Air Force Academy (USAFA BoV), hereinafter referred to as the Board, is governed by Title 10, U.S. Code, § 9455, Board of Visitors. The Board serves as an advisory committee in the executive branch of the government established to inquire into the morale, discipline, social climate, curriculum, instruction, physical equipment, fiscal affairs, academic methods, and other matters relating to the U.S. Air Force Academy, hereinafter referred to as the Academy, that the Board decides to consider.

Unlike a corporate board of directors, this Board is not directive in nature and is charged with providing Department of the Air Force Senior Leaders and the Secretary of Defense independent advice and recommendations on matters relating to the Academy.

The Board may request, without restriction, information, facts, and briefings in support of its role to advise on operations of the Academy. The Secretary of the Air Force (SecAF) and the Superintendent of the Academy shall provide the Board candid and complete disclosure of institutional matters, consistent with applicable policy and law.

**ARTICLE II: RULES OF CONSTRUCTION**

Nothing in these bylaws shall be construed to supersede U.S. public law, the Board's Charter and Membership Balance Plan, or Department of the Air Force (DAF) or Department of Defense (DoD) policy. Nothing in these bylaws shall be construed to create liability in any Board member for any action taken by the Board or the Academy.

**ARTICLE III: MEMBERSHIP**

**Section 1 - Board of Visitors:** Per Title 10, U.S. Code, § 9455, the Board of Visitors to the Academy is constituted annually of:

- a. The chair of the Committee on Armed Services of the Senate, or the designee of such chair.
- b. The ranking member of the Committee on Armed Services of the Senate, or the designee of the ranking member.
- c. Two other members of the Senate designated by the Majority Leader of the Senate, one of whom is a member of the Committee on Appropriations of the Senate.
- d. Two other members of the Senate designated by the Minority Leader of the Senate, one of whom is a member of the Committee on Appropriations of the Senate.
- e. The chair of the Committee on Armed Services of the House of Representatives,

or the designee of such chair.

- f. The ranking member of the Committee on Armed Services of the House of Representatives, or the designee of the ranking member.
- g. Two other members of the House of Representatives designated by the Speaker of the House of Representatives, one of whom is a member of the Committee on Appropriations of the House of Representatives.
- h. One other member of the House of Representatives designated by the Minority Leader of the House of Representatives.
- i. Six persons designated by the President.’’; and

Upon announcement of a Board member's replacement, the Designated Federal Officer (DFO) will notify the Board Chair of the membership change. The Board Chair will make proper notification to the member that his/her replacement has been appointed.

### **Section 2 - Term of Service:**

- a. **Presidential Appointees:** By law, the persons designated by the President serve for three years each except that any member whose term of office has expired shall continue to serve until a successor is designated. The President shall designate persons each year to succeed the members designated by the President whose terms expire that year. If a member of the Board dies, resigns, or is terminated, a successor shall be designated for the unexpired portion of the term by the designating official.
- b. **Congressional Appointees:** The Members of Congress designated by law to serve on the Board do not have a term expiration but serve in accordance with law and/or at the discretion of their designating official.

**Section 3 - Service Expectation:** This is a working Board and its members are expected to attend all meetings and participate in any Board activities. Board members have the duty to make constructive recommendations to ensure the mission of the Academy is appropriately met. If a member of the Board fails to attend two successive Board meetings, except in a case in which an absence is approved in advance, for good cause, by the Board Chair, such failure shall be grounds for termination from membership on the Board. A person designated for membership on the Board shall be provided notice of the provisions of this paragraph at the time of such appointment.

When a member of the Board is subject to termination from membership on the Board, the Board Chair shall notify the official who designated the member. Upon receipt of such a notification with respect to a member of the Board who is a member of Congress, the official who designated the member shall take such action as that official considers appropriate. In the case of a member of the Board who is not a member of Congress, termination of membership may be made by the Board Chair.

**Section 4 - Officers:** The officers of the Board are the Chair and the Vice Chair, who shall be elected annually by the Board. The Chair and Vice Chair shall serve for a period of one year commencing with the beginning of the following calendar year and until their re-election or the election of their successors. The Vice Chair shall preside at the meeting in the absence of

the Chair. If the Chair resigns, is removed, or is permanently unable to perform the functions of the office for any other reason, the Vice Chair shall assume the role of Chair for the remainder of the Chair's elected term.

**Section 5 - Subcommittees:** Subcommittees are not authorized.

**Section 6 - Designated Federal Officer:** The Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM) or designee shall serve as the Designated Federal Officer as required by the Federal Advisory Committee Act (FACA) (5 U.S.C. § 1009 (e)), and shall be the government responsible official for the advisory committee procedures imposed by 5 U.S.C. § 1009. Per FACA statute, the DFO is also responsible for approving any meeting of the USAFA BoV, to include its agenda. As part of those duties, the DFO shall attend all meetings of the Board and may exercise the authority to open and adjourn any meeting of the Board, if determined to be in the public interest. One or more Alternate DFOs will be appointed in writing as required by DAF and/or DoD policy.

**Section 7 - Executive Secretary:** The Executive Secretary will be appointed in writing by the Director of Military Force Management, Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1P). The Executive Secretary shall abide by the provisions set forth in the FACA to include ensuring timely notice of each meeting is published in the Federal Register; and shall ensure, subject to Section 552, Title 5, U.S. Code, the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared for or by the Board of Visitors are made available for public inspection and copying at a single location. Additionally, the Executive Secretary shall: prepare detailed minutes of each committee meeting, administrative work meeting, and preparatory work meeting, to include a record of the persons present, a complete and accurate description of matters discussed and conclusions reached. Finally, the Executive Secretary will maintain the Boards Charter, Membership Balance Plan, Bylaws, USAFA BoV Member Guide, as well as coordinate with USAFA to maintain currency of the USAFA BoV webpage.

#### **ARTICLE IV: MEETINGS**

**Section 1 - Committee Meetings/Official Business:** The Board shall hold a committee meeting at least once annually at the Academy. Any additional meetings are done so at the discretion of the Board. These meetings can be conducted in person, virtually, or a combination thereof. Moreover, with the approval of the Secretary of the Air Force, the Board or its members may make other visits to the Academy in connection with the duties of the Board or to consult with the Superintendent of the Academy. Board members shall have access to the Academy grounds, cadets, faculty, staff, and other personnel of the Academy for the purposes of the duties of the Board.

**Section 2 - Notice of Meetings of the Board of Visitors:** Notice of the scheduled or special meetings of the Board shall be published in the Federal Register in accordance with the FACA (5 U.S.C. § 1009 (a) (2)). The notice shall be published at least 15 calendar days before the date of the meeting, except that a shorter period may be authorized in an emergency, with the prior approval of the Department of Defense Committee Management Officer (DoDI 5105.04, Enclosure 3, Paragraph E3.12.9). The notice shall state the time, place, and purpose of the meeting and set forth a summary of the agenda. The notice shall also state whether the meeting

will be open to the public.

All committee meetings shall be open to the public. In those instances in which the Chair recommends closing certain sessions (e.g., sessions involving personal information protected by the Privacy Act of 1974) of a scheduled meeting to the public in accordance with provisions of Section 552b(c), Title 5, United States Code, the Chair will notify the DFO. The DFO will staff the request for a closed session through the General Counsel for approval by the CMO.

**Section 3 - Agenda:** Prior to each meeting, the Executive Secretary shall prepare a draft meeting agenda after consultation with the Board Chair, Academy Superintendent, DFO, and others as deemed appropriate. The DFO will have final approval authority for any meeting agendas. Agenda topics for committee meetings should include at a minimum:

- a. Any Topics Requested by the Board
- b. Academy Superintendent Updates
- c. Written Public Comments
- d. Action Item Review

**Section 4 - Quorum:** No business may be transacted at a committee meeting of the Board unless a quorum of seven members is present. Meeting participation can occur via in-person or virtual means. Quorum is not required for an administrative work meeting or preparatory work meeting.

**Section 5 - Parliamentary Procedure:** Except as provided herein or through decisions of the Board Chair, Robert's Rules of Order shall apply in all proceedings and discussions of the Board. All business shall be decided by a majority vote of the members present. Each member shall have one vote. Voting may occur by any means approved by the Board Chair.

**Section 6 - Participation of Congressional Staffers:** Congressional Members may have a staffer from their office attend open sessions of BoV meetings and Subcommittee meetings. The Staffers are allowed to sit at the table below BoV Members (space permitting) and may share their Congressional Members' inputs to discussions. In accordance with FACA guidance, they will not attend closed sessions. Staffers do not count as part of a quorum and they may not vote on their Members' behalf (see Section 8--Proxy Voting). Staffers' travel costs are not covered by the Air Force unless authorized by SAF/LL.

**Section 7 - Participation of the Public:** Members of the public shall be allowed to attend open meetings of the Board virtually. The forum for public attendance must be noted in the meeting's federal register notice. Any member of the public shall also be permitted to file a written statement with the Board. The statement must include the author's name, title, affiliation, address, and daytime telephone number. Written statements must be received by the DFO at least five business days prior to the committee meeting, any submissions within five days of the meeting may not be provided to, or considered by, the Board until its next open meeting. The DFO will review all timely submissions with the Chair and ensure they are provided to members of the BoV before the meeting that is the subject of the proposed written statement.

If, after review of timely submitted written comments, the Chair and DFO deem appropriate, may choose to defer questions/comments to USAFA for response or read the full or summarized questions/comments aloud during the meeting. The DFO and Chair may, if desired, allot a specific amount of time for members of the public to present their issue for BoV review and discussion. Direct questioning of BoV members or meeting participants by the public is not permitted except with the advanced approval of the DFO and Chair. All public/written comments will be filed into the Board's official records but also may be included into the meeting minutes at the discretion of the Chair.

**Section 8 - Proxy Voting:** Proxy voting is not allowed. Correspondence from an absent member presenting a position on a particular matter under consideration by the Board shall not constitute a vote on the matter, but the letter may be read to the Board by the Chair and shall be appended to the meeting minutes.

**Section 9 - Special Meetings:** The Chair may propose a special Board meeting for good cause or upon written request of at least a majority of the Board members.

**Section 10 - Advisors:** Upon approval by the SecAF, the Board may call in advisors for consultation.

**Section 11 - Minutes of the Board of Visitors:** Detailed minutes of any meeting held by the Board shall be kept by the Executive Secretary and shall contain a record of persons present, a complete and accurate description of matters discussed, and conclusions reached (if any), and copies of all reports received, issued, or approved by the Board. The statement of members will appear only in summation form, except any member may exercise the right to have views incorporated verbatim in the minutes. Minutes shall be compiled by the Executive Secretary and certified by the Board Chair no later than 90 days after the subject meeting. Subject to 5 U.S.C. Section 552, the records, reports, transcripts, minutes and other documents pertaining to the Board's activity will be available for public inspection in the office of the Executive Secretary.

**Section 12 - Reports:** The Board shall prepare a semiannual report containing its views and recommendations pertaining to the Academy, based on its meetings since the last such report and any other considerations it determines relevant. Each such report shall be submitted through the SecAF, to the Secretary of Defense, and to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives. The Chair shall be responsible for the preparation of timely reports. Board members will have fourteen calendar days to review the draft report and provide input in the form of a written memorandum to the Board Chair. Board member inputs that are not incorporated into the report will be appended to the report as additional views. A failure to respond within fourteen calendar days will constitute approval of the draft report by a member of the Board.

## **ARTICLE V: GENERAL**

**Section 1 - United States Air Force Academy:** The Academy, in accordance with applicable policy and law, will provide the Board information, briefings, and facts in preparation for meetings in support of its advisory role to the Academy, and will provide Board members

access to the Academy grounds and cadets, to include attending classes and meeting with cadets informally and privately. Also, the Academy Superintendent will ensure Board members receive candid and complete disclosure of all institutional matters, and any information related to the culture and climate of the Academy.

**Section 2 - Department of the Air Force:** The Department of the Air Force, as a military department, is responsible for implementing policies, law, regulations, and statutes concerned with the Academy, as well as achieving the desired outcomes. This is done through the chain of command that proceeds from the Secretary of the Air Force to the Chief of Staff of the Air Force in consultation with the Chief of Space Operations, and through the Assistant Secretary of the Air Force for Manpower and Reserve Affairs to the Superintendent of the Academy.

**Section 3 - Amendments of Changes to the Bylaws of the Board of Visitors:** The bylaws will be reviewed annually. Any updates made to the bylaws by the Executive Secretary or DFO for the purpose of making administrative changes or alignment with applicable statutes, charters, and other governing documents shall be coordinated with the Board Chair but are not subject to Board approval in order to be published.

Otherwise, amendments or new provisions to the bylaws may be suggested by any Board member, in writing, to the Board Chair for consideration. Any resulting changes or amendments will require the approval of the DFO, Board Chair, and assent of at least two-thirds of the Board members.

**Section 4 - Expense Reimbursement:** While performing duties as a member of the Board, each member of the Board and each advisor shall be reimbursed under Joint Travel Regulation for travel expenses. Any expense(s) incurred beyond those authorized by Joint Travel Regulation are the sole responsibility of the individual who incurred the cost.

**Approved: 22 January 2025  
Supersedes Previous Versions**