

BASHER COMMUNITY COUNCIL BYLAWS

Revised December 6, 2022

ARTICLE I: NAME

The name of this organization shall be the Basher Community Council, hereinafter referred to as the "Council."

ARTICLE II: BOUNDARIES

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-75), and appropriate associated map listed under municipal code §2.40.040 shall apply to this Council, subject to any comprehensive review of community council boundaries to occur every ten years following the decennial U.S. Census, as required by municipal code §2.40.040. The findings of the boundary review are communicated to the Planning and Zoning Commission and to the Assembly for final review and approval.

ARTICLE III: DESCRIPTION

The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 18 years of age or older, non-resident property owners, business owners, and nonprofit organizations who meet the qualifications for membership as outlined in Article VI of these bylaws and municipal code chapter 2.40. Community councils are created by the Anchorage Municipal Charter to "afford citizens an opportunity for maximum community involvement and self-determination." There shall exist between the Council and local government a cooperative relationship. The Council shall not endorse any candidate for local, state, or federal elected office.

ARTICLE IV: PURPOSE

The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs. The Council is intended to give:

A. Local people a method by which they can work together for expression and discussion of their opinions, needs and desires in a manner that will have an impact on their community's development and services;

B Governmental agencies a method for receiving opinions, needs, desires and recommendations of residents and groups; and,

C Local governing bodies an improved basis for decision-making and assignment of priorities for all programs affecting community development and individual well-being.

ARTICLE V: FUNCTION

The Council has a policy and practice of open membership and meetings to encourage participation of persons from all segments of the community. The Council shall have the following functions:

A. In regard to the Anchorage Comprehensive Plan;

1. Evaluate compliance with the plan, alerting Municipal officials to, or proposing appropriate action regarding any inconsistencies with the plan and its adopted elements as described in municipal code §21.01.080 and listed in Table 21.01-1; and,
2. Conduct a continuing review and study of the plan to determine its workability within the Council's geographical boundaries and to advise Municipal officials on appropriate action regarding proposed modifications or additions to the plan;

B. Assume leadership and propose action in regards to enforcement of existing laws or ordinances, pursuit of rights under existing rights or ordinances, desired or opposed changes in or additions to laws or ordinances, or any matter of policy regulation;

C. Respond to local government proposals or concerns submitted to the Council pursuant to municipal code §2.40.060;

D. Work with local government and other governmental entities, as well as with persons and groups outside the government, to accomplish Council goals, including goals which may have an area wide impact;

E. Receive and review notices to the Council from Municipal departments including those noticed under municipal code:

1. 2.30.120.C, Alcohol Beverage Control Board license applications;
2. 10.55.030, Permits for teen nightclubs and cultural performance venues;
3. 21.03.020.H, Land use proposals;
4. 24.35.020, National security road closures;
5. 25.30.025.E, Disposal of Municipal land requiring voter approval;
6. Other notices received from Municipal departments requiring input or action by the Council;

F. Advise the Assembly of the Council's annual priority list of Capital Improvement Projects by filing a copy with the Municipal Clerk when the list is submitted to the Administration;

G. Participate in the community meeting process under municipal code §21.03.020.C when the notice from the developer is timely.

H. Maintain the Council's credibility by preventing (1) the withholding of information by any member, officer or meeting guest on matters before the Council; (2) the use of the Council by a member, officer or meeting guest for personal, financial or political gain; (3) the use of the Council by a member, officer or meeting guest to advance a special interest group; or (4) conduct by a member, officer or meeting guest that threatens the full expression of both minority and majority opinions by Council members.

ARTICLE VI: MEMBERSHIP

A. Any person 18 years of age or older whose primary place of abode is within the Council's geographical boundaries is eligible for membership. Residents, non-resident property owners, business owners, and nonprofit organizations as described in municipal code chapter 2.40 with a physical premise located within the Council's geographical boundaries are eligible for membership. Business owners and nonprofit organizations must possess one or more of the following:

- a valid Alaska business license;
- a valid Alaska professional license;
- valid incorporated status under Alaska law
- tax exempt status under federal law.

If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a Council member. Alternate designations for resident memberships shall not be recognized. Property owners shall be the owner of record. Per municipal code §2.40.030 non-resident property owner, business owner, and nonprofit organization memberships are single memberships, and shall have a designated primary representative, and may have a designated alternate representative.

B. Any person who qualifies under section A of this article is a member of the Council immediately after signing the member attendance roster at any regular or special Council meeting. The member attendance roster shall be used only for Council business.

C. The Council shall not charge dues or require any financial contribution as a condition of membership, voting, or other participation. Annual voluntary member dues may be paid to the Council to support Council activities in an amount to be recommended by the Executive Board.

ARTICLE VII: MEETINGS

A. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting per calendar quarter. As a general rule, meetings shall take place on the second Thursday of the months of February, May, September and November.

B. Special meetings of the membership may be called by the President, or the Executive Board, or by written petition of ten council members delivered to any officer, to address council business, including the accommodation of community council responsibilities under municipal code §21.03.020.C. Special meetings must comply fully with the notice requirements of Article VII(F).

C. All meetings shall be open to the public.

D. Minutes shall be taken or recordings shall be made at all regular and special Council meetings, and shall be made available at the next Council meeting and on the Council's website.

E. Meeting agendas shall be established by the President after consulting with the officers and Executive Board. Agendas shall identify and distinguish those agenda items presented for action (i.e. voting) and those presented for informational purposes only. No action shall be taken on an agenda item not properly noticed for action. In setting agendas and conducting meetings, the President shall ensure that all Council members are treated equally, that all have timely access to information relevant to any Council action, and that no Council action is taken until all members have a full and fair opportunity to be heard. Meetings shall be run in a manner that facilitates and supports the expression and discussion of all opinions held by Council members on matters of community concern.

F. Notices:

1. Notice of each Council meeting shall include a draft agenda and any proposed resolutions or position statements related to agenda action items, and shall be posted on the Council's website and emailed to those on the Council's email distribution list at least seven days in advance of each meeting. Notice should also be displayed at the Stuckagain community mailboxes on Campbell Airstrip Road and posted on NextDoor Stuckagain. Notice may be submitted to the Federation of Community Councils, or current municipal contractor, for electronic distribution.
2. The meeting date and time may be submitted to the media as a public service announcement.
3. For meetings where annual elections take place, public notice in addition to that provided in paragraph (F)(1) may be undertaken to inform as many Council members as possible. Such notice may include area-wide mailings, newspapers, publications, electronic media, or posting at public locations such as schools,

libraries, or businesses. Notice may also be submitted to the Federation of Community Councils, or current municipal contractor, for electronic distribution.

G. The President shall be responsible for ensuring that notice of meetings is given as required by this section.

H. There shall be no quorum requirements for a regularly scheduled and properly noticed Council meeting. The Executive Board may establish quorum requirements for special meetings.

I. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws.

ARTICLE VIII: VOTING

A. Any member of the Council as defined in Article VI shall have one vote. If a single individual possesses several kinds of property or businesses within the definition for membership qualification or meets the definition of member in more than one category, h/she shall still have just one vote. Nonprofit associations and business owners shall have one vote each. Nonprofit association, business owner, and non-resident property owner memberships shall designate a primary representative and may designate an alternate representative. Persons may be a member of more than one community council if they qualify for membership.

B. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting. Anyone eligible for membership and eligible to vote who is absent may send a personal message to the Executive Board detailing his or her position on the question being voted on, which shall be read by a Council officer at the meeting prior to the vote.

C. No vote or action may be taken on any matter that has not been properly noticed under Article VII(F) of these Bylaws. Any vote may be challenged. The member attendance roster shall serve as the official list of eligible voters.

ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS

The President or designee shall be charged with communicating official positions of the Council in a timely manner to the appropriate agencies and individuals. The Council's official positions on community matters may be communicated through resolutions, motions, position letters or emails. Any communication concerning official positions adopted by the Council shall include a breakdown of the votes taken, including Yes, No and Abstention votes.

ARTICLE X: OFFICERS

A. The officers of the Council shall be the President, Vice President, Secretary, Treasurer, past president and two (2) Members-at-Large. The officers of the Council shall serve as the Executive Board.

B. Elections shall take place annually. The election shall be by secret ballot during the first general meeting in a calendar year. The President, Treasurer, and one Member-at-Large shall serve two (2) years. The Vice-President, Secretary, and the second Member-at-Large shall serve one (1) year, for the initial election and thereafter for two (2) years.

C. Duties of Officers:

1. The President shall be the principle presiding officer and shall in general supervise the affairs of the Council and ensure that these bylaws are followed and enforced. The President shall also establish the meeting agenda after consulting with the Executive Board.
2. The Vice President shall be the parliamentarian for each meeting, keep a sign-in log with the name, address and phone number of each person who attends a meeting (which is to be turned over to the secretary at the end of each meeting), and assume the duties of the president when the president is absent.
3. The Secretary shall ensure that copies of these bylaws are available for review and distribution at every Council meeting, keep and report the minutes of all meetings, be responsible for sending copies of minutes to the Community Councils Center, ensure proper distribution of meeting notices and agendas, be responsible for maintaining records and doing correspondence of the Council, and keep custody of the membership-voting register and ensure it is available at every Council meeting.
4. The Treasurer shall have charge and custody of and be responsible for all funds of the Council, make disbursements as necessary upon the authorization of the Council, and report at each membership meeting all receipts and expenditures for the preceding period month, including a statement of the current balance of funds.

D. Resignations, Vacancies and Removals:

1. Resignations shall be made in writing and presented to the Executive Board.
2. An officer's failure to fulfill the duties of his or her office in accordance with these bylaws for two (2) consecutive meetings, or two (2) meetings in one calendar year, shall constitute a vacancy of that office.
3. Three (3) consecutive absences by an officer shall constitute a vacancy of that office.
4. Any officer of the Council may be removed for violation of the Council's rules. Written notice of the violation must be given to the Executive Board, the officer being considered for removal, and the general membership at least fifteen (15) days prior to the general membership meeting at which time a vote on whether

the officer should be removed will be taken. Provision must be made on the agenda for both presentation of the alleged violations and for the officer's response. A two-thirds (2/3) vote of the Council members present and voting is required for an officer to be removed.

5. Removals, resignations and vacancies can be filled temporarily by appointment of the Executive Board until an election is held by the voting membership, upon proper notice under Article VII(F), at the next general membership meeting.

E. Meetings of the Executive Board.

1. The Executive Board shall meet as needed. All meetings shall be open to the general membership.
2. The President or a majority of the officers may call special meetings of the Executive Board upon reasonable notice to all officers.
3. The Executive Board shall have no authority to take final Council action on substantive matters without the direction or approval of the full Council. Any action taken by the Executive Board shall be presented for review at the next general membership meeting.
4. The necessary quorum for an Executive Board meeting shall be a majority of elected officers.

ARTICLE XI: COMMITTEES

Committees may be established by a vote of the Council at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the Council.

ARTICLE: XII FINANCE: INCOME, EXPENDITURES; CHECKS, DEPOSITS, GIFTS

A. Income source. The Council may accept gifts, grants or contributions, in cash or in kind, from individuals, organizations, government, business, industry, educational institutions, foundations, or any other source. Any gift, grant or contribution shall be conveyed to the Council by an appropriate legal instrument, and it may be accepted for any general or special Council purpose. A full report of any gift, grant or contribution to the Council shall be made by the Treasurer at the next Council meeting and any contributions above \$1,000 shall be presented to the Council for approval.

B. Checks, Drafts; Other Evidences of Indebtedness. All checks, drafts or orders for payment of money, notes or other evidences of indebtedness issued in the name of the Council shall be signed by an officer or officers, agent or agents, of the Council in the manner of the Executive Board, or the Council determines. In the absence of that determination, these instruments shall be signed by any two of the following Council officers: the President, Vice President, Secretary or Treasurer.

C. Limitations on Expenditures. No officer, without the approval of the Executive Board, may expend, or authorize the expenditure, of more than \$200 of Council funds. The Executive Board may not expend, or authorize the expenditure, of more than \$1000 in Council funds without the approval of the Council membership. All receipts and expenditures will be documented by the treasurer and reported at general membership meetings.

D. Banking. All Council funds shall be deposited in a timely manner to the credit of the Council in the banks, trust companies, credit unions or other depositories, including but not limited to a savings and loan association, that the Executive Board or the Council may select. Deposits, withdrawals and special accounts may be managed in a manner prescribed by the Executive Board. However, the Treasurer shall make a financial report at each regular Council meeting, and at each Executive Board meeting; that report is subject to the approval of the Council membership.

E. Annual Financial Review. The financial records of the Council shall be reviewed annually by a person or by a committee selected by the Council membership at the end of each fiscal year. The annual financial review shall be circulated among the Council membership.

F. Fiscal Year. The fiscal year of the Council shall begin on the first day of January and end on the last day of December of each calendar year.

ARTICLE XIII: AMENDMENTS

Proposed bylaws changes must be noticed and discussed at a minimum of one Council meeting prior to the meeting at which action will be taken. The notice shall include a statement of the articles to be changed and the reason. The bylaws may be amended or repealed by a two-thirds (2/3) vote of the members present at a general meeting. Within 45 days of approval by the membership, bylaws amendments shall be filed with the Municipal Clerk for acceptance by the Municipal Assembly as required by municipal code chapter 2.40. It shall be the responsibility of the Council President, or designee, to timely notify the Municipal Clerk regarding bylaws amendments.

ARTICLE XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by vote of three-fourths of the members of the Council at a regular Council meeting, at a special meeting called for that purpose, or by mail ballot. If the Council is dissolved by law or by this Article the Council's property including, but not limited to, funds remaining in the Council treasury after all obligations are met, may be donated. The Council's donation shall be made to the Federation of Community Councils, or current municipal contractor, for community council use, or another nonprofit organization if designated in the dissolution action.