

**DRAFT
BY – LAWS
TURNAGAIN
COMMUNITY COUNCIL**

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TURNAGAIN COMMUNITY COUNCIL BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Turnagain Community Council. Here in after referred to as the "Council" or the "Body". The Council was formed and its first bylaws were adopted October 9, 1975. These bylaws were amended October 6, 1977, November 1982, November 3, 1994, January 10, 2002, November 6, 2003, November 4, 2004

ARTICLE II: COUNCIL GEOGRAPHICAL BOUNDARIES

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-11), 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.

Section 1: Maps showing geographical boundaries:

The following maps, as defined by municipal code on July 22, 2003, are adopted to illustrate the legal boundary description: Map 12, Map 6, and Map 6a. Interpretation of the maps shall be as provided in Anchorage Municipal Code, AMC 2.40.090B.

Section 2: Geographical boundaries described:

The Turnagain Community Council shall encompass an area bounded by the mean low tide line in Knik Arm on the west and north to the center line of Westchester Lagoon, east to the center line of Minnesota Drive, south to the center line of West Northern Lights Blvd. to Fish Creek, south along the center line of Fish Creek from W. Northern Lights Blvd. to where Fish Creek meets Turnagain Blvd. at W. 42nd Place; along the south boundaries of parcels on W. 42nd Place and W. 43rd Ave to Wisconsin, south on the center line of Wisconsin to Lakeshore Drive; west to include Spenard Beach Park to an imaginary line of Aero Drive extended south to the island in Lake Spenard/Lake Hood, west from the island to Taxiway Victor, south on Taxiway Victor to Old International Airport Road, west along Old International Airport Road extended along an imaginary line to the mean low tide mark in the area beyond the airport and the Coastal Trail.

ARTICLE III: COMMUNITY COUNCIL'S AUTHORITY AND DEFINITION

The council has no authority or rights except for those granted it as set forth in Anchorage Municipal Code Chapter 2.40.

The Council is a independent, not-for-profit, voluntary, self-governing association composed of residents eighteen (18) years of age or older, property owners, business owners, and nonprofit organizations who meet the qualifications for membership as outlined in 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.

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ARTICLE IV: DUTIES – PURPOSE – ENDORSEMENT -

A. To Provide

1. A vehicle for its member to work on common interest and problems, as provided in section 1 Chapter 2.40 of the Anchorage Municipal Code.
2. Its members a forum and opportunity for maximum community involvement and self-determination and to hear from, other council members, community leaders and sponsors of proposed government legislation, ballot initiatives, public events and public functions which will or is likely to impact the council.
3. Its members with information on matters which may affect them and the council.
4. Forums for members to hear and interact with those who are running for public office.

B. Endorsements: The council may vote to support or oppose proposed Municipal, State and Federal rules or regulations, community projects or community issues. Provided however the council shall not:

1. Endorse or give the appearance of endorsing, supporting or aligning itself with;
 - a. Any political party
 - b. Any candidate for local, state or federal elected office.
 - c. Any organization advocating a political or partisan agenda.
2. Take a position for or against or give the appearance of taking a position for or against any proposed government legislation ballot initiatives which are to be decided by ballot in a municipal, state or federal election.

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 Municipality of Anchorage Departments including those noticed under municipal code:
 1. 2.30.120.C, Alcohol Beverage Control Board license applications;

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- 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. Provide the Municipality with the Council’s annual priority list of Capital Improvement Projects. ;
- G. Participate in the community meeting process under municipal code §21.03.020.C when the notice from the developer is timely.

ARTICLE VI: MEMBERSHIP

- A. Any person eighteen (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 Councils 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.
- B. If more than one (1) 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.
- C. Any person who qualifies under section A of this article is a Council member immediately after signing the member attendance roster at any regular or special Council meeting.
- D. No dues or any financial contribution are required as a condition of membership, voting, or other participation.

ARTICLE VII: MEETINGS

Section 1 meetings general:

- A. Public Participation: All Council meetings shall be open to the public. Nonmembers may not vote on an issue before the Council. In addition the Council President or the meetings chairperson with the consent of body may elect to prohibit nonmembers from participating in a specific meeting; or restricting non members from participating in said meeting unless they are invited to do so by a member with consent of the president or the meeting chairperson, which consent shall not be unreasonably withheld.
- B. Holding Closed Meetings: No Council board or committee meetings can be closed to the membership, unless the Council at a regular or special council meeting subject to the following conditions votes to do so

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- 1 1. The membership shall be given five (5) working days advanced notice of the
- 2 planned meeting closure prior to its being presented to the membership for a vote.
- 3 2. The notice must state the reason, goals, objective and scope of the meeting and its
- 4 intended results.
- 5 3. The closed meeting can take up only the issues approved by the membership.
- 6 4. To close a meeting to the membership requires an affirmative vote of 75% of the
- 7 members present.

8 C. Attending and Participation in Meetings: Council members and members of the general
9 public shall be made to feel welcome. The officers, board members and committee
10 chairs have a duty to make sure this provision is enforced.

11 D. Meeting quorums: A quorum of members necessary:

- 12 1. For the transaction of business at any general or special council or committee
- 13 meeting shall be a majority of those members present and voting.
- 14 2. For the transaction of business at any Council Board Meeting is any three (3)
- 15 elected board members. Provided however one member making up the quorum
- 16 must be the President, Secretary or Vice President.

17 E. Robert's Rules of Order: All general, board or special meetings shall be conducted in
18 accordance with Robert's Rules of Order, Revised. Provided however, the use of
19 Robert's Rules of Order may be suspend for the purpose of simplifying the process of
20 discussing and moving forward on an specific issues so long as no member objects.

21 F. Meeting Records: The Council Secretary shall take minutes or record the meetings
22 proceeding of all Council meetings, including board meetings, but not committee
23 meetings, and furnish the Council a copy of those minutes, if possible, at the Council's
24 next regular meeting.

25 G. Agendas: The Council President shall prepare in advance of a regular, general or
26 special meeting, a draft agenda. The draft agenda should be prepared and sent out
27 with the meeting notice. The first agenda item is the body's approval of the meeting's
28 agenda.

29 H. Types of meetings: The Council is limited to four (4) types of meetings:

- 30 1. Council meetings: are scheduled meetings of the entire membership, also referred
31 to herein as General meeting(s).
- 32 2. Special meetings: *are meetings of the entire membership. Only items listed in the*
33 *meeting notice can be acted upon.*
- 34 3. Committee meetings.
- 35 4. Board meetings.

36 I. Meeting Days: There shall be a minimum of four (4) general membership meetings per
37 calendar year and at least one meeting quarterly. It is the practice of the Council to
38 meet the first Thursday of every month, September through June, at a time and place
39 designated by the council.

40 J. Special meetings of the membership may be called:

- 41 1. By the Council President.
- 42 2. The Council's Board providing the membership empowered the Board by a majority
43 vote of the body in a regular meeting to call a special meeting.
- 44 3. Or by written petition of ten (10) Council members delivered either in writing or
45 electronically to the business address of the council attention Turnagain Council
46 President.

47 K. Committee Meetings. Shall be called by the committee chairperson and shall take
48 place at the time date and location agreed to by the committee.

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1 L. Board meetings may be called by the Council President, or any three (3) other board
2 members. A meeting of three (3) or more board members shall be considered a board
3 meeting, and must conform to these by-law provisions. The subject matter of the
4 meeting and any actions taken as a result of the meeting whether held in conformity
5 with the provision of these by-laws or not, shall be reported to the council at the councils
6 next general or special meeting which ever occurs first.

7 M. Members right to participate: Council members who attend Council Committee Meetings
8 or Board Meeting but are not members of the Committee or Board, have the same right
9 to participate in the meeting as does those members appointed to the committee or
10 elected to the board but may not vote on matters being considered by the committee or
11 board.

Section 2 Meeting Notice requirements:

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15 A. President's responsibilities: The council president is responsible for seeing the council
16 members are notified of all meetings, including board meetings, and that the notices meet
17 the requirements set forth in these bylaws.

18 B. Advance notification: All meetings including board meetings require the membership be
19 notified a minimum of five (5) working days in advance notice of the planed meeting. The
20 notice shall state the time and place of the meeting and the reason for the meeting. The
21 notice should include a meeting agenda if there is more than one agenda item.

22 C. Council and Board Meetings Notices; may be given to members via email and other
23 electronic notices and shall be published on the council's web site. They also may be
24 given by council newsletters, area wide mailings, newspapers, publications, school
25 distribution, submitted to the Federation of Community Councils, or current municipal
26 contractor, for electronic distribution.

27 D. Committee meetings shall be noticed by the committee chairperson by methods agreed to
28 by the committee. Email or telephone notification to members is the preferred methods.
29 The notice shall state the meeting time and place and, if appropriate. items to be
30 discussed. The committee chairperson is only responsible for notifying his/her committee
31 members by the means which the committee has decided upon. The Chairperson shall
32 advise the body at the general meeting following the committees creation who and how
33 the membership can contact to find out meeting times, dates and meeting place.

Section 3 Meeting Agendas

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37 A. All Council and Council Board meeting agendas must allow time for Council members to
38 address:

- 39 1. The members assembled.
- 40 2. Municipal Assembly Member's.
- 41 3. Council's legislative representatives.

42 The Council President may limit member's time, the number of questions or comments in
43 order to give each Council member an opportunity to speak.

44 B. Council meetings Agenda Format:

- 45 1. Opening: Call to order
- 46 2. Draft agenda: Motion to accept:
- 47 3. Introduction of meeting minutes from previous council meetings, when available,
48 for approval of the body and placement in the Council meeting records

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- 1 4. Announcements: Time and place of upcoming council, board and committee
2 meetings, and other meetings and events which are addressing and issue the
3 Council has an obligation to be aware of.
- 4 5. Reports of Council Committees and Board meetings: The board meeting report
5 shall include names of board members in attendance. The names of absent board
6 members and any official action taken by the board. The Secretary shall record
7 the board's report in the next Council meeting minutes.
- 8 6. Municipal Assembly Report: Members of the Assembly are asked to summarize
9 issues before the assembly they consider to be of interest to the council since their
10 last report. The President may allow the assembly members to take and answer
11 questions and respond to comments from the membership.
- 12 7. Legislative report: Legislative representatives are asked to summarize the
13 legislative issues they consider to be of interest to the council since their last
14 report. The President may allow the legislators to take and answer questions and
15 respond to comments from the membership.
- 16 8. Reports and/or presentations from governmental entities and others: President
17 may allow the presenters to take and answer questions and respond to comments
18 from the membership.
- 19 9. Old Business: Pending Council business carried forth from prior meetings.
- 20 10. Comments from the floor: Limited to member's only participation. Each member
21 shall be given the opportunity to address the council. The president may limit the
22 time members are given to address the body. Member's use of this forum to
23 endorse or to speak for or against a candidate for a Federal, State, or Municipal
24 elected office is prohibited.
- 25 11. New Business: Members shall be permitted to present a motion for consideration
26 by the Council on an issue, suggestion, problem or concern.
- 27 12. Presentations of community interest subjects: Only the Council can approve a
28 request to give a presentation to the council on a community interest subject.
29 Requests to make a presentation are to be made to the Council President and if
30 approved by the President the request is then to be added to the draft agenda.
31 Acceptance of the draft agenda as the meetings agenda by the Council is the
32 Council's approval.
- 33 13. Adjournment: Council meeting shall adjourn at the time noted in the meeting
34 agenda unless a motion to extend is taken up and past by the body prior to
35 reaching the adjournment time noticed in the meetings agenda. To adjourn the
36 meeting before the time stated in the agenda or any extended adjournment time,
37 requires a motion to adjourn with a second to the motion and a majority vote of the
38 body.

SECTION 4 MEETING PROCEDURE:

- 41 A. Speakers List – If applicable, to insure an equal opportunity for all Council members to
42 express their views in an orderly manner, a speakers list for old and new business may be
43 posted. Speakers will be given five (5) minutes to speak either for or against a subject.
44 Rebuttals will be limited to one (1) minute.
- 45 B. Prior to speaking, a member will announce his name and street address.
- 46 C. New business introduced from the floor which requires a recommendation to the
47 Municipality or State shall not be voted upon until the following meeting, thereby
48 permitting notification of all the members of the business item.

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- 1 2. See that member's questions and complaints about council issues are addressed and
2 responded to.

3 C. The President shall:

- 4 1. Be the principal presiding officer during Council meetings, Board meetings and in
5 other situations involving Council business;
6 2. See that members written questions and complaints are timely addressed and
7 responded too;
8 3. Supervise and control the conduct of business and affairs of the Council which
9 includes amongst other items the publication of meeting notices and the drafting of
10 meeting agendas;
11 4. Ensure that the bylaws are followed and enforced;
12 5. Appoint one board member to see that the Council's annual priority list of Capital
13 Improvement Projects is compiled for submission to the Municipality;
14 6. Represent the Council on the Federation of Community Council (FCC) Board of
15 Directors:.
16 7. Perform all duties incident to the office and such other duties as may from time to time
17 be appropriate:
18 8. At the expiration of his/her term transfer, in an orderly manner, Council records,
19 access information to Council web site, (e-mail accounts postal box etc.) to the new
20 President;

21 D. The Vice-President shall:

- 22 1. In the absence of the President, perform the duties of the President:;
23 2. Arrange for the meeting place for all meetings:
24 3. Insure committee assignments are moving ahead:
25 4. Act as parliamentarian for Council meetings;
26 5. Perform such other duties as from time to time may be assigned by the President:
27 6. Act as alternate representative to the President on the Federation of Community
28 Council (FCC) Board of Directors.
29 7. At the expiration of his/her term transfer, in an orderly, manner Council records,
30 access information to Council web site (e-mail accounts postal box etc.) to the new
31 Vice President.

32 E. `Secretary/Treasurer shall:

- 33 1. Keep the minutes of the all Council and Council Board meetings;
34 2. See that Council and Council Board meeting minutes are presented to body for review
35 and acceptance at the next Council meeting; *{see Article VII Section 1. F. }*
36 3. See that records and correspondence of the Council are maintain for the periods of
37 time set by the body and by Municipality of Anchorage Ordinance:
38 4. Manage the Councils banking account(s) and regularly report {Treasurer's Report} the
39 status of the Council finances, in addition to making the annual financial report as
40 required in. *{see Article XIV. F. }*
41 5. Have charge and custody and is responsible for all funds of the Council;
42 6. With Board authorization make disbursements from the Council banking account(s);
43 7. Maintain a list of all active Council committees, formation and termination dates.
44 8. Perform such other duties may be assigned by the President or the body:
45 9. At the expiration of his/her term transfer, in a orderly manner, council records, access
46 information to Council web site (e-mail accounts postal box etc.) to the new
47 Secretary/Treasure.

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- 1 F. Two Board Members: The board members duties are to accept assignments from the
2 Council Officers and assist them with completing their assigned duties.
- 3 G. Immediate Past President (who shall have no voting rights on board matters) may at the
4 discretion of the newly elected officers and board, serve as an advisor to the board for a
5 period of 3 months, after his/her term has expired. The purpose of this position is to offer
6 advice on making a smooth and orderly transition of council leadership.

8 SECTION 2 : OFFICERS QUALIFICATIONS:

- 9 A. Candidates running for a officer or board position must be a member of this council, have
10 attended three (3) council meetings in the 12 months period preceding the Councils
11 election of officers for which he/she is a candidate.
- 12 B. Candidates running as an incumbent for the position they previously held, or a different
13 position must be a member of this Council; must in the preceding 12 months not have
14 missed more Board and Council meetings than is allowed in "C" of this section.
- 15 C. Once elected an officer or board member who accumulates a total of 3 board meeting
16 absences, misses more than five (5) council meetings, automatically forfeits his/her
17 elected position. At the Council meeting where the maximum number of absence
18 occurred, the body must schedule an election for its next meeting to fill the vacated
19 position.
- 20 D. The body reserves the right to wave the above requirements should the member who has
21 forfeited his/her rights requests the body to do so. In order for the request to be
22 considered by the body, a motion to reconsider must be approved by a majority vote. If
23 the motion to reconsider passes the body the member is reinstated to his/her previously
24 held position. If the motion fails the next order of business is to hold an election to elect a
25 member to complete the removed members unexpired term.

27 SECTION 3 : DUTIES OF OFFICERS

- 28 A. Oversee the running and management of the council.
- 29 B. See that the council is operating in conformance with its by-laws.
- 30 C. See that board and council meeting minutes are presented to body for review and
31 acceptance at the next general membership meeting.
- 32 D. See that records and correspondence of the Council are maintained for the periods of
33 time set by the body and by Municipality of Anchorage Ordinance.
- 34 E. Timely notify council members of the time, date and place of all Council and Council
35 Board meetings.
- 36 F. In accordance with these by-laws prepare a draft agenda for all body meetings.
- 37 G. Prepare council's annual priority list of Capital Improvement Projects.
- 38 H. Schedules appearance of persons/organizations wanting to address or bring issues
39 before the body.
- 40 I. Locate members who are willing to;
- 41 1. Undertake committee assignments,
- 42 2. Monitor public meetings and make reports to the body,
- 43 3. Serve as the Council's representative to public forums which the council has
44 received an invitation to attend.
- 45 J. Officers of the council are to carry out internal procedural matters of the Council,
46 coordinate presentations at meetings with necessary agencies, and organizations, and
47 report actions taken by the Council. Any officer who specifically, or by inference, indicates

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1 that they are speaking for or representing the Council beyond the reporting of a vote or as
2 specifically authorized to so by a vote of the Council, is subject to recall.

3 K. Other duties of the officers shall be such as their titles, by general and popular usage,
4 would indicate.

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6 SECTION 4: TENURE OF OFFICERS AND BOARD.

7 A. Officers and board members will be elected for one-year terms. Re-election to the same
8 office for up to three (3) successive terms is permissible.

9 B. No member can hold the office of President for more than three (3) one year terms in a
10 life time. The exception being that a past president who has held the president position in
11 the past for three (3) terms and who holds the position of Vice President at the time the
12 existing president resigns or is no longer able to serve, can assume the duties of
13 president until there is a new election held to fill the president position.

14 C. The term of office is January 1 thru December 31 of each calendar year.

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16 SECTION 5: RECALL:

17 A simple majority may vote for a recall election to be held at the next scheduled meeting. A
18 two-thirds vote of no confidence is required to recall an officer or board member.

19
20 SECTION 6: OFFICER OR BOARD VACANCIES:

21 Except in the event of recall, should an officer, or board member be unable to complete
22 his/her term for any reason, the remainder of the term of the vacated position shall be filled
23 by.

24 A. Offering the position to members who ran for an elected position but were not
25 elected, starting with the person who received the most votes but was not elected;
26 and continuing in a like manner of offering the vacated position to the next person
27 in line.

28 B. If no eligible member accepts the position per condition "A" then the Council shall
29 elect a member to fill the vacancy at its next meeting.

30 C. If The President position becomes vacant The Vice president assumes the duties
31 of the President until such time as election of a new President can be held and
32 scheduled. With the approval of the membership the Vice President may complete
33 the Presidents term.

34 D. Those appointed or elected shall serve thru December 31 of the calendar year in
35 which appointed.

36 E. The officers so appointed are eligible to run for election to the office to which he or
37 she has been appointed or any other Council office.

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39 SECTION 7: CONFLICT OF INTEREST:

40 Officers and Board members (only) shall abstain from participating in any issue in which they
41 have a financial interest. On matters in which a officer or board member may be perceived as
42 having a conflict of interest due to their personal or business relationships, the member shall
43 make a brief disclosure statement during the meeting if they intend to cast a vote.
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ARTICLE XI: BOARD OF DIRECTORS

- A. The Council shall have a Board of Directors herein referred to as the “Board”.
- B. The Council Board is membership driven. The Board’s authority to act on behalf of the Council is limited to the delegations of authority granted it by these bylaws.
- C. The Council may vote to authorize the Board a one time; time limited authority to act on the Council’s behalf.
- D. Board duties:

 - 1. Be the Councils point of contract.
 - 2. Represent the views and interest of the Council.
 - 3. Timely respond to questions and complaints from Council member’s on Council matters.
 - 4. When the Council is in summer recess, represent the interest of the Council on matters deemed to be urgent, requiring a response from the Council before the Council’s next scheduled meeting.
 - 5. Receive and review requests from the public and governmental agencies for Council action and after review make a course of action recommendation to the Council.

 - (a.) Board may appoint a delegate(s) to meet with the requestor, form an interim committee to review the request and then the committee may proceed to function until the next council meeting where the appointed delegate(s) or formation of the committee must be presented to the council for its approval.
 - 6. Manage Council affairs in a businesslike manner. Includes but not limited to:

 - (a.) The prompt payment of Council bills.
 - (b.) Timely response to governmental inquiries:
 - (c.) Timely reporting to the Municipality issues which the Council is required to respond to by law. {ARTICLE V: FUNCTION}
 - (d.) Arranging the time and place for all meetings except for committee meetings. {ARTICLE VII, Meetings, Section 1, H}
 - (e.) Responsible for establishing, updating and maintaining Council records retention and disposal policy.
 - 7. Annually form a nominating committee to locate a slate of members to run for election of Council Officer and Board positions. The Committee shall seek out and encourage members to run for these positions. The names of those nominated, as well as the name of any other member wishing to run for election, shall be presented to the Council prior to its November election meeting.
 - 8. Report all Board actions to the Council at the Councils meeting following the Board action.

ARTICLE XII: COUNCIL COMMITTEES:

- A. The board is charged with, identifying the need for committees, requesting the body’s permission to form committees to review, report, and advise on matters of interest to the Council

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- 1 B. The President or the board may appointment Council members to a committee, and to
2 appoint the committees chairperson. The committee chairperson may with the prior approval
3 of the body be elected by the committee members.
- 4 C. The President my not serve as chair of any committee or to serve as the Councils
5 representative to any group or organization, with the exception of Councils representative to
6 the Federation of Community Councils, without the prior consent of council.
- 7 D. No member can serve as chair of more than 2 committees. However the council may vote to
8 wave this requirement one time for a specific committee assignment.
- 9 E. All committee assignments terminate effective the Councils January meeting, or sooner if a
10 committee’s task has been completed. The incoming president may reconstitute committees
11 as needed.
- 12 F. Committees shall from time to time report their progress/status to the body.
- 13 G. Only the committee after having taken a position on a matter can change its position. The
14 position of the committee only becomes the official position of the council when it has been
15 accepted and voted on by the body.
- 16 H. The secretary/treasure shall keep a list of all active committees’ formation and termination
17 dates.

ARTICLE XIII: RECORDS - ACCESS - RETENTION –

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22 A. Membership lists and meeting attendance rosters shall only be used by Council Officers for
23 official Council business!
- 24 B. Only the officers, while in office, are entitled to have access to member’s contract information.
- 25 C. Members, upon giving reasonable notice to the Council Officers, shall be granted access to
26 any and all of the council records for the purpose of reading or acquiring copies of them,
27 except for council records showing members contract information.
- 28 D. All electronic communications stored on the Councils web site or email account is information
29 that each member is entitled to have access to.
- 30 E. All Council records including written correspondence, electronically generated
31 correspondence , meeting minutes, resolutions, meeting rosters being kept for the purpose
32 determining members voter eligibility, e-mail meeting notice mailing lists and U.S. mailing list,
33 shall be kept for a period of three 3 years
- 34 F. After three (3) years all records, excepting records dealing with council by-laws, which are
35 more than three (3) years old are to be removed and or destroyed by shredding or by some
36 other approved process which keeps members personnel information from becoming public.
- 37 G. The Council, Instead of destroying its records, may turn over Council Records considered to
38 have historical significance, to public entity for preservation, after all membership personnel
39 information has been removed, obliterated or destroyed.

ARTICLE XIV: FINANCES

- 43 A. The Council may raise and spend funds.
- 44 B. The Council may receive gifts, grants, contributions, or in-kind donations from members or
45 other entities in order to meet its legal and obligatory costs of operation.
- 46 C. All funds received or collected shall be deposited into the Council’s bank account by the
47 Treasurer.

