

ROGERS PARK COMMUNITY COUNCIL BYLAWS

ARTICLE 1: NAME

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

ARTICLE II: BOUNDARIES

The geographical boundaries adopted by the anchorage assembly on July 8, 2003 (AO 2003-11) 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. Our current boundaries are: beginning at the southeast corner of 36th avenue and Lake Otis Parkway, west to the New Seward Highway, north to Chester Creek, east along Chester Creek across Lake Otis Parkway to the intersection of South Fork of Chester Creek, south along South Fork of Chester Creek to East Northern Lights Boulevard to Lake Otis Parkway and south on Lake Otis Parkway to 36th Avenue at the point of beginning.

ARTICLE III: DESCRIPTION

The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 16 years of age or older, property owners, business owners, and nonprofit organizations who meet the qualifications for membership as outlined in Article IV 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 the local government a cooperative relationship. The Council shall not endorse any candidate for local, state or federal elected office.

ARTICLE IV: PURPOSE AND INTENT

The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs. It exists to afford citizens an opportunity for maximum involvement in self-determination. 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: POLICY AND 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 geographic boundaries and to advise Municipal officials on appropriate action regarding proposed modifications or additions to the plan;
- B. Assume leadership and proposed action in regards to enforcement of existing laws or ordinances, pursuit or rights under existing rights or ordinances, desired or opposed changes in or additions to laws or ordinances, or any matter of policy or 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 notices under the 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. 21.03.020H Land use proposals
 - 4. 24.35.020 National security road closures
 - 5. 25.30.025E 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 credibility of the Council by not allowing misuse of the Council by, including but not limited to, the following:
 1. Special Interest Groups
 2. Withholding information
 3. Attempting personal, financial or political gain by an individual or group
 4. Intentionally misrepresenting or not representing an expressed cross-section of opinion
 5. Not representing a minority in addition to a majority opinion of the Council

ARTICLE VI: MEMBERSHIP

- A. Any person 16 years of age or older, whose primary place of abode is within the Council's geographical boundaries is eligible for membership. Residents, nonresident property owners, business owners, and nonprofit organizations as described in municipal code 2.40 with a physical premise located within the boundaries are eligible for membership. Business owners and nonprofit organizations must possess one or more of the following:
 1. A valid Alaska business license
 2. A valid Alaska professional license
 3. A valid incorporated status under Alaska law
 4. Tax exempt status under federal law

If more than one qualifying resident share the same habitual physical dwelling address, each may be a Council member. Alternate designations for resident membership 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 alternative representative.

- B. Any person who qualifies under section A of this article is a voting member immediately after signing the membership 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. The Executive Board may establish annual voluntary dues.

ARTICLE VII: MEETINGS

- A. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly.
- B. Special meetings of the membership may be called by the President or the Executive Board or by written petition of 10 Council members delivered to any officer, to address council business, including the accommodation of community council responsibilities under municipal code 21.03.020.C
- C. All meeting shall be open to the public.
- D. Minutes shall be taken or recorded at all regular and special Council meeting and shall be made available at the next council meeting when practical.
- E. After consulting with the officers and Executive Board, the President shall establish the meeting agenda.
- F. Notices:
 - 1. Whenever possible the draft agenda shall be posted online and e-mailed to those who have signed up for the Council's distribution list at least 7 days in advance of the meeting. Notices may also be placed in such public locations such as schools, libraries, shopping centers, community centers, and cultural centers. The draft agenda 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 may be done through electronic notification to members, council newsletters, area wide mailings, newspapers, publications, school distribution or any other means consistent with the Councils intent and purpose to inform as many council members as practical. Notice may also be submitted to the Federation of Community Councils or other municipal contractor for electronic distribution.

- G. The Executive Board or their designee(s) shall be responsible for meeting notices
- H. A quorum for regular and special meetings shall be 15 current Council members.
- I. Robert's Rules of Order (the current revised edition available) 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, and non-resident property owner memberships shall designate a primary representative and may designate an alternative 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.
- C. Any vote may be challenged. The membership attendance roster shall serve as the official list of eligible voters.
- D. Any current member of the council who is not available to attend can send a written statement of reasonable length (3-5 minutes to read) detailing their position on an issue currently in front of the Council. It shall be read by an officer or an individual designated by an officer.

ARTICLE IX: VOTE RECORDING AND OFFICIAL CONTACTS

- A. Vote recording: all motions and amendments to motions made during a general or special membership meeting shall have the names of the maker and the individual who seconded the motion recorded in the minutes with the wording of the motion. All votes on a motion shall have the following information recorded:
 - 1. Total number of voting members on sign in sheet
 - 2. Number of affirmative votes
 - 3. Number of negatives votes
 - 4. Number of abstentions

- B. Verbal, Written Testimony and/or Correspondence
 - 1. No officer or member shall commit the Council to a position that has not been voted on by the Council in a regular or special meeting.
 - 2. The President or the President's designee shall be charged with verbal, written testimony or correspondence on any council vote or position.
 - 3. Such communications shall include:
 - a. The date and type of meeting in which the issue was considered
 - b. A clear statement of the question voted on
 - c. The number of members present and voting record under A of this section.

ARTICLE X: OFFICERS AND EXECUTIVE BOARD

- A. Officers and Federation of Community Councils Representative: The Officers of the Council shall consist of the president, vice president, secretary, treasurer and past president, if available. The position of secretary and treasurer may be combined. The officers of the Council, plus the Council's FCC representative shall constitute the Executive Board.
- B. Election of Officers and appointment of FCC Representative
 - 1. The election shall take place at a scheduled/noticed membership meeting consistent with Article VII of these bylaws normally in April or May.
 - 2. Elected officers shall be elected to a one (1) year term or until their successor is elected. The term will begin at the next regular meeting after the election of officers is held. The President shall not serve more than four (4) consecutive full terms in the same office.
 - 3. The FCC representative shall be appointed by the President and receive a majority confirmation by the Council officers.
- C. Duties of Officers and FCC representative: Officers shall perform all the duties of the office they hold and such duties as may be assigned by the Council President or person acting in that position.
 - 1. President. The President Shall:
 - a. Preside at all meetings of the Council and Executive Board.
 - b. Generally provide leadership regarding the Council.
 - c. Establish Meeting Agendas.
 - d. Ensure the bylaws are followed and enforced.
 - e. Be an ex officio member of all committees except the nominating committee.
 - f. Establish committees to meet the needs of the Council.

2. Vice President. The Vice President Shall:
 - a. Keep the attendance register/sign up sheet at each regular and special membership meeting which may include the contact information for all on the list, including physical address, mailing address, e-mail address and phone number. This list will be given to the secretary by the end of the meeting.
 - b. Assume the duties of the President when required.
3. Secretary. The secretary Shall:
 - a. Keep and report minutes of all membership meetings.
 - b. Submit copies of the minutes to the FCC office or any other agency or group required.
 - c. Ensure proper distribution of meeting notices and agendas.
 - d. Maintain records and correspondence for the Council.
 - e. Keep the official records of attendance record, voting records and have them available upon request at Council meetings.
 - f. Ensure current copies of the Council bylaws are available and provide them to members on request.
4. Treasurer. The treasurer shall:
 - a. Be responsible and accountable for all Council funds.
 - b. Make disbursements as directed by the Officers of the Council.
 - c. Report at the membership meetings of all receipts, expenditures and current balance of Council funds.
5. Immediate Past President shall serve as a resource person to provide continuity in Council matters.
6. FCC Representative shall represent the Council at all FCC functions and perform other duties as assigned by the President.

D. Resignations, Vacancies and Removals

1. Resignations must be in writing.
2. Three consecutive unexcused absences by an officer shall constitute a vacancy.
3. Resignations, vacancies, and removals may be filled temporarily by appointment by either the President or the Executive Board by a majority vote of the Board until an election is held at either a regular or special membership meeting.
4. Any member of the Executive Board may be removed for a violation of the Council bylaws. Written notice must be given to the members of the Executive Board, and the Executive Board member at least 15 days before the vote on the action. The individual will have an opportunity to provide evidence to refute or mitigate the charges. A two thirds vote of those present at the membership meeting is required to carry the action.

E. Executive Board Meetings

1. All executive board meeting are open to all Council members. Members of the public may participate as allowed by the president consistent with the efficient running of the meeting.
2. Executive Board meetings will normally be held as often as regular membership meetings.
3. Special meetings of the executive board may be called by the president or the majority of members at any time. It will be the responsibility of the member calling the meeting to coordinate the logistics.
4. Actions of the Executive Board will be shared with the Council members at regular and/or special meetings.
5. A simple majority of members of the executive board constitutes a quorum.

ARTICLE XI: COMMITTEES

COMMITTEES: Either standing or ad hoc committees may be established at any time for whatever purpose is deemed necessary to serve the benefit of the Council:

- A. Members: Committees may be established by a vote of the Council members at any regular or special meeting.
- B. Executive Board: Committees may be established by a vote of the Executive Board at any regular, special or executive board meeting.
- C. Type of Duties: The type, nature, and duties of committees shall be determined by the individual or group establishing the committee.
- D. Chair: The chair of the committee will be designated by either the president or a majority vote of the committee members.

ARTICLE XII: FINANCES

Section 1. Bank Account: Funds collected or donated to the Council shall be deposited into an account established by the Council. The treasurer is responsible for providing reasonable care of the funds.

Section 2. Signatures: The president, vice president, secretary, and treasurer may be authorized to sign checks with two signatures required for each withdraw from the Council funds. Any signatory of these checks must be at least 18 years of age or older.

Section 3. Expenditures: Expenditures of Council funds must be approved by the executive board before they are made. In emergency situations, the president can approve the expenditure but it must be brought before the executive board at the next practical opportunity.

Section 4. Contributions: The Council may receive gifts, grants, contributions and in kind donations to meet expenditures of the Council.

Section 5. Financial Report: A financial report showing all financial expenditures and contributions will be available to the membership on an annual basis.

Section 6. Budget: A budget may be developed by the Executive Board as deemed necessary by the Board.

Section 7: Audit: Any member of the Executive Board or current member of the Council may request a financial audit. This can be approved by the President. It can also be approved by a majority vote of the Executive Board or the members at a regular or special meeting.

ARTICLE XIII: AMENDMENTS

The Council's bylaws may be altered, amended or repealed by a two thirds (2/3) vote of the Council members present at either a regular or special meeting. Notice of the proposed changes must be distributed to members through the standard distribution process at least fourteen (14) days prior to the day of the vote. The notice shall include the proposed changes to be made, the reason for the change and the language as it exists prior to the change. Within 45 days of any action under this section which results in changes to the bylaws, these changes will be filed with the Municipal Clerk for acceptance by the Assembly as required by Municipal Code 2.40. It is the responsibility of the President to timely notify the Municipal Clerk regarding any bylaw amendments.

ARTICLE XIV: PRIVACY OF MEMBERSHIP INFORMATION

Personal information (such as private residence address, e-mail address, personnel phone number) collected by the Council shall not be distributed in any other forum other than need to know situations for conducting Council business. This release is most often providing our information to the Municipality.

ARTICLE 15: DISSOLUTION

Dissolution of the Council may occur by vote of three fourths (3/4) of the members at a regular or special council meeting. If a meeting is impractical the vote can be taken by mail. If the Council is dissolved by law or by the provisions of these bylaws, the Councils property may be donated after all debts of the council are resolved. The donation may be made to the FCC, current municipal contractor or other non profit organization if designated in the dissolution actions.