

## South Addition Community Council Bylaws

### *Article I* Name

**Section 1. Name.** The name of this organization shall be the South Addition Community Council, hereafter called the Council.

### *Article II* Area

**Section 1. Boundaries.** The Council boundaries shall encompass that area identified in Anchorage Municipal Code (AMC), Section 2.40.040, and as described in AMC Section 2.40.090(C)(1)(e): *Map 5 – Northwest Anchorage Bowl; Map 5a – Northwest Anchorage Bowl: Bootleggers Cove Vicinity; and Map 5b – Northwest Anchorage Bowl: East Downtown Vicinity;* and as amended from time to time.

### *Article III* Purpose

**Section 1. Purpose.** The purpose of the Council shall be in accordance with the provisions and responsibilities of the Anchorage Municipal Charter, Article VIII, and AMC Chapter 2.40, to provide maximum community input to the Municipality of Anchorage and otherwise to represent the needs and interests of the community and Council Membership.

### *Article IV* Membership

**Section 1. Qualifications for Council Membership.** Membership is available to persons 18 years of age or older whose primary residence is within the Council's boundaries ("Resident"), and non-resident property owners, business owners, or nonprofit associations that have a physical premises located within the Council's boundaries ("Non-resident Entity"). A Resident or Non-resident Entity that meets the qualifications of this Article for Council membership in more than one category or for more than one property, business or organization shall be entitled to only one membership that is eligible for one vote as provided in this Article and Article V, Section 5, of these Bylaws.

**A. Resident Membership Qualifications:** To qualify for Council membership, a person must be a Resident as provided in this Article. If more than one Resident who qualifies for Council membership shares the same residence, each Resident may be a Council member who is eligible to vote after signing the Member Attendance Roster at the meeting. Alternate representative designations shall not be recognized for Resident memberships.

**B. Non-resident Entity Membership Qualifications:** To qualify for Council membership, Non-resident Entities must comply with the requirements of these Bylaws, AMC Chapter 2.40 and other applicable requirements. A qualifying Non-resident Entity membership is a single membership eligible for one vote after the Non-resident Entity's designated

representative has signed the Member Attendance Roster at the meeting. A Non-resident Entity or an individual that possesses several kinds of property or businesses that qualify for membership, or qualifies in more than one category, shall still have only one vote. Non-resident Entities shall designate a primary representative to the Council to exercise the Non-resident Entity's vote, and may designate an alternate to the primary representative.

**Section 2. Dues.** Voluntary dues for membership may be set by the Executive Board not to exceed \$5.00 per member per year. The Executive Board may also authorize the receipt of individual donations of no more than \$50.00 per member per year to help meet costs of operation. Dues shall be voluntary; the Council shall not require dues or any financial contribution as a condition of membership, voting or other participation.

## *Article V* **Membership Meetings**

**Section 1. Membership Meetings.** There shall be a minimum of four (4) regularly scheduled General Membership Meetings per calendar year with at least one meeting quarterly, including an Annual Meeting to be held each year between April 1 and June 30, at which the election of Council Officers and Board Members-at-large shall take place. Special Membership Meetings may be called by the President, by vote of one-third of the seated members of the Executive Board, or by written petition of ten (10) council members delivered to any Officer, to address council business, including the accommodation of community council responsibilities under AMC, Section 21.03.020(C). Membership meetings will be held within the Municipality of Anchorage and are open to the public.

**Section 2. Membership Meeting Agenda.** The President shall establish the agenda for Membership Meetings after consulting with members of the Executive Board. The agenda will be posted and distributed with the meeting notice as provided in Section 3 of this Article. In addition, a Council member may request that an agenda be mailed or transmitted electronically to the member.

**Section 3. Notice of Membership Meetings.** Notice of Membership Meetings and the meeting agenda will be posted at least seven (7) days before the meeting, whenever possible, on the Federation of Community Councils website and sent to members on the Council's mailing lists, including members who have provided an e-mail address on the Member Attendance Roster within the last 12 months, or who have requested notice by postal mail and provided the Council with a postal address. The Executive Board may, if it deems it appropriate, provide additional notice by other public or personal means.

**Section 4. Quorum.** The quorum needed to conduct a General or Special Membership Meeting shall be six (6) members of the Council, to include at least one Officer.

**Section 5. Voting.** A Resident or Non-resident Entity that is qualified for membership according to Article IV becomes a Voting Member at a Membership Meeting after signing the Member Attendance Roster at that meeting. Each Voting Member shall each have one vote on matters before the Council. To be eligible to vote for Council Officers, however, a Voting

Member must have attended at least one additional Council Membership Meeting during the previous 12 months. A Voting Member must be present at the meeting and have signed the Member Attendance Roster in order to cast a vote; there shall be no proxy voting. A member of the Executive Board who is absent may send brief written comments to the Council detailing that Member's position on a question to be voted on, which shall be read to the Council by the President or the Secretary prior to the vote. Any Council member may request a ballot vote at a meeting.

**Section 6. Official Communications.** Official communications of a Council vote or other action shall include: a statement of the question, the numbers of members present and the number of members voting yes, no and abstaining. Official communications that report Council resolutions or votes must be attached to the minutes of that meeting and be available in hard copy at the next Membership Meeting.

**Section 7. Reconsideration on limited notice.** A matter that is not included on the pre-meeting agenda, and which becomes the subject of a resolution, external communication, or other action by the Council at the meeting, must be added to the agenda of the next General Membership Meeting. The matter will be eligible for reconsideration at the latter meeting if, at that meeting, any Voting Member makes a motion to reconsider.

## **Article VI**

### **Executive Board**

**Section 1. Powers and Duties.** The Executive Board of the Council shall have vested in it the powers and duties of the Council between meetings of the general membership. It shall be the duty of the Executive Board to receive notice and carry out and conduct the business of the Council, manage its properties, if any, and appoint such committees as it may deem necessary and proper to carry out the objectives and purposes of the Council. The Executive Board may act as the nominating committee for the Council or may appoint a separate committee.

**Section 2. Number and Term.** The Executive Board shall consist of the five (5) Officers and three (3) Members-at-large. The term of office of each Executive Board member shall commence on July 1, following elections at the Annual Meeting, and continue for one year or until a successor has been duly elected and qualified.

**Section 3. Election.** Election of Executive Board Officers and Members-at-large shall be by a majority vote of Members present at the Council's Annual Meeting. To be eligible for election, Executive Board members must be members of the Council.

**Section 4. Meetings.** Meetings of the Executive Board shall be held at such times as the Board may fix, but no less than two per Council Year. Special Meetings of the Executive Board may be called at any time by the President or upon the request of one-third of the members of the Executive Board. Notice of Executive Board meetings is not required; however, whenever possible all Executive Board Members will be notified and notice will be posted on the Council's website not less than three-days before the meeting. Executive Board meetings may be held in-person, telephonically or by other electronic means. Executive Board meetings shall be open to all Council Members.

**Section 5. Quorum.** The quorum needed to conduct business of the Executive Board shall be a majority of the seated Executive Board members at the meeting, to include at least one Officer.

**Section 6. Voting at Executive Board Meetings.** Unless the majority of the Executive Board members present extend voting privileges to all Council Members present, only members of the Executive Board may vote at an Executive Board meeting.

**Section 7. Vacancies.** Any vacancies occurring in the Executive Board may be filled by a majority vote of the remaining members of the Executive Board to serve until a successor has been duly elected at the next regularly scheduled Annual Meeting.

**Section 8. Removal of Executive Board Members.** An Executive Board member may be removed if the member is absent from three consecutive, scheduled Council meetings or three consecutive, scheduled Executive Board meetings without adequate reason, or for conduct or actions considered to be harmful to the Council.

**Article VII**  
**Officers**

**Section 1. Officers.** Officers of the Council shall be the President, Vice President, Secretary, Treasurer and Immediate Past President. Officers shall be elected by a majority vote of Members present at the Council's Annual Meeting. To be eligible for election, Officers must be members of the Council.

**Section 2. Duties and Powers.** The duties and powers of the Officers of the Council shall be as follows:

**A. President.** The President shall preside at all Council meetings and meetings of the Executive Board and shall be an ex-officio member of all committees with a right to vote. The President shall supervise the general affairs of the Council, act as spokesperson for the Council, assume or delegate all duties and responsibilities not assigned to an Officer by the Bylaws, and perform such other duties as are necessarily incident to the office of President. The President may, at the time deemed proper, communicate to the Executive Board such matters and make suggestions as may promote the welfare and usefulness of the Council.

**B. Vice President.** In case of the absence of the President, or the inability of the President from any cause to perform the President's duties, the Vice President shall perform the duties of the office of President.

**C. Secretary.** The Secretary shall take minutes of all meetings and record the Council's actions, including resolutions, correspondence and committee reports; assist the President as requested in providing notice of meetings, conducting correspondence, completing matters required by Council resolutions and other Council actions, maintaining a record of all Council meeting agendas, minutes, actions and correspondence; and notify Officers and Members-at-large of their elections. In case of absence or disability of the Secretary, the President may appoint a Secretary pro tem.

**D. Treasurer.** The Treasurer shall keep an account of all monies received and expended for the use of the Council and maintain the Council's funds in an account at an established bank. The Council's funds, books and receipts shall at all times be under the supervision of the Treasurer and shall be made available to the Officers for review on request. The Treasurer shall collect dues and make regular status reports at Membership Meetings of the current balance of funds on account and all receipts and expenditures for the preceding month. The Treasurer shall provide an annual report on the Council's finances with a summary of all receipts and expenditures during the Council Year.

**E. Immediate Past President.** The Immediate Past President shall have those duties as designated by the Executive Board, which may include serving as delegate to the Federation of Community Councils.

### **Article VIII Committees**

**Section 1. Committees.** The President or the Executive Board may establish committees to act on specific matters, areas or tasks. Such committees may decide upon their procedures, consistent with these Bylaws, and shall report to the President or Executive Board and, where appropriate, to the general membership.

### **Article IX General Provisions**

**Section 1. Council Year.** The Council Year shall be from July 1 to June 30.

**Section 2. Member Attendance Roster.** The Member Attendance Roster shall be used only for Council business.

**Section 3. Procedures.** Robert's Rules of Order, newly revised, shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

**Section 4. Conflict of interest.** Community councils shall not endorse a candidate for federal, state or municipal elected office.


### **Article X Amendments**

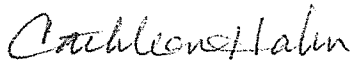
**Section 1. Amendments.** These Bylaws may be altered, amended, repealed or new bylaws adopted by a majority vote at any General Membership Meeting if at least fourteen days written notice is given of the intention to alter, amend, repeal or adopt new bylaws at such meeting. The notice should include the text of the changes to the Bylaws and the reasons for such changes.

**Article XI**  
**Dissolution**

**Section 1. Dissolution.** Unless otherwise provided by law, dissolution may occur by a majority vote at any General Membership Meeting, or at a Special Membership Meeting called for that purpose, if at least fourteen days written notice is given of the intention to dissolve the Council at such meeting. If the Council is dissolved by law or under this Article, the Council's property, including funds remaining in the Council treasury after all obligations are met, may be donated.

ADOPTED this 18th day of December 2014, by the Membership of the South Addition Community Council.

President   
Jeffrey W. Manfull

Secretary   
Cathleen Hahn

*History Note: These Bylaws of the South Addition Community Council are adopted on December 18, 2014, amending and replacing those By-laws the Council adopted on April 20, 2006, which amended and replaced those By-laws the Council adopted on June 28, 2001.*