

**Bylaws of the
Tudor Area Community Council
as amended April 15, 1999**

ARTICLE I

NAME

The name of this organization shall be the Tudor Area Community Council.

ARTICLE II

AREA

The Tudor Area Community Council shall encompass that area to include:
that area bounded by 36th Avenue on the north, Tudor Road on the south, New Seward Highway on the west, and Lake Otis Parkway on the east.

ARTICLE III

PURPOSE

The purpose of this Council is to provide a direct and continuing means of citizen participation in local affairs. The Council exists to afford citizens an opportunity for maximum involvement and self-determination.

This 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 IV

FUNCTION

The Tudor Area Community Council has a policy and practice of open membership, which encourages participation of persons from all segments of the community. The Council has a continuing obligation to remain, in the opinion of the Anchorage Assembly, representative of the residents of the district. As a representative Council, Tudor Area Community Council has the following functions:

- A. In regard to the Anchorage comprehensive plan, the Council shall:
 - 1. Evaluate compliance with the plan, alerting Municipal officials to, or propose appropriate action regarding, any inconsistencies with the plan; and
 - 2. Conduct a continuing review and study of the plan to determine its workability in each district and advise Municipal officials of; or proposing any appropriate action regarding, proposed modifications or additions to the plan.

- B. Assume leadership and propose action in regard 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 submitted to the Council.
- D. Work with local government and other governmental entities, as well as with persons and groups outside the governments, to accomplish district goals, including goals, which may have an area wide impact.
- E. Maintain credibility by not allowing misuse of the Council organization by, including but not limited to, the following:
 - 1. Special interest groups;
 - 2. Withholding of information
 - 3. Attempting personal financial or political gain;
 - 4. Intentionally misrepresenting or non-representing a cross-section of opinion; and
 - 5. Non-representing a minority in addition to a majority opinion.
- F. Educate local citizens with information concerning area issues and maintain an effective communication system to continue that education.
- G. Solicit items of concern to Council members and generate public interest and participation in community matters originating within the Council area.
- H. Publicize widely within the community all Council activities and results of those activities.
- I. Keep written records of all Council proceedings.
- J. Maintain copies of all Council minutes for community inspection at the Community Councils Center.
- K. Inform the Municipal Assembly of Council actions and concerns.

ARTICLE V
MEMBERSHIP

- A. Any person 18 years of age or older, is eligible for membership provided that the person is a homeowner, tenant, resident, property owner, business owner, or a designated representative of a corporation physically located within the boundary described in Article II.
- B. A person is a registered member immediately after signing the membership-voting register available at every monthly meeting.

C. Membership dues may not exceed \$5 per year.

ARTICLE VI

MEETINGS

A. There shall be a minimum of four quarterly general membership meetings per year. Annual election of officers shall take place at one of these meetings.

B. Special meetings of the general membership may be called by the Executive Committee (the officers) or by written petition of 10 Council members delivered to any officer.

C. All meetings shall be open to the general public.

D. After consulting with the officers, the President shall establish the meeting agenda.

E. Notices required:

1. Whenever possible, the agenda shall be posted at least seven days in advance of the meeting in such public locations as schools, libraries, and shopping centers.

2. The meeting agenda shall be submitted to the newspapers as a public service announcement.

3. The meeting agenda shall be sent to all those who became Council members within the last 12 months.

4. At meetings where annual elections take place, public notice should be provided through mailings, newspapers, publications, school distribution, and other adequate means to inform as many Council members and potential Council members as possible.

F. The elected Council officers or an officer's designee shall be responsible for publication and/or posting of meeting notices.

G. Meetings shall be run in a manner intended to increase the public expression and discussion of opinions held by Council members on matters of community concern. Any limitations imposed by the Council on this rule must apply equally to all members.

H. Meetings shall be as informal as the number of participants will allow as found within Robert's Rules of Order.

ARTICLE VII

VOTING

A. Any member of the Tudor Area Community Council as defined in the Article V 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, he/she shall still have just one vote.

B. Each registered member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.

C. An already registered member who is absent may send a personal letter to the Council detailing his/her position on the question up for vote; the letter shall be read aloud at the Council meeting before the vote is taken.

D. Any vote may be challenged and the membership-voting register shall serve as the official list of eligible voters.

ARTICLE VIII

VOTE REPORTING AND OFFICIAL CONTACTS

A. The president or the president's designee shall be charged with written communication or verbal testimony of any Council vote to the appropriate party. The communication must include:

1. The date, type of meeting (general, special, executive), when vote was taken, and how this meeting was advertised;
2. How the vote or advisory opinion was arrived at (a meeting, telephone poll, and/or survey);
3. A clear statement of the question voted on;
4. The number of members present;
5. The number voting yes;
6. The number voting no;
7. An abstention shall be numbered in the voting only when a member is present at the time of the vote and requests that an abstention vote be recorded.

B. Copies of all such communications shall be read as part of the minutes at the next general membership meeting following the sending of a letter, presentation of public testimony or other communication, and shall be attached and presented as part of the minutes.

C. Written or oral responses to such communications, as well as any contact by a government official with a Council official concerning Council affairs, shall be reported as Old Business at the next meeting, following receipt of the same and shall be summarized in the minutes.

D. In public testimony, no officer or member shall commit the Council to a position not previously voted on by the membership.

ARTICLE IX

OFFICERS

Section 1. Officers

The officers of the Council shall be the President, Vice President, Secretary, Treasurer, and two Members at Large.

Section 2. Election

- A. Elections shall take place annually. The elections shall be by secret ballot during the first quarterly general meeting of the year. A simple majority will decide the vote.
- B. The President, Treasurer, and one Member at Large shall serve for two years. For the initial election, the Vice President, Secretary, and the second Member at Large shall serve for one year; thereafter, the Vice President, Secretary and second Member at Large shall serve for two years.
- C. An officer may hold a position no more than two consecutive terms.

Section 3. Duties of Officers:

- A. The President shall:
 - 1. Be the principal presiding officer and shall in general supervise the affairs of the Council and shall also ensure that these bylaws are followed and enforced
 - 2. Establish the meeting agenda.
- B. The Vice President shall:
 - 1. Be parliamentarian for each meeting.
 - 2. Keep the sign-in log with the name, address, and phone number of each person who attends a meeting. This log is to be turned over to the Secretary at the end of each meeting.
 - 3. Assume the duties of the President when the President is absent.
 - 4. Assume the Secretary's duties when the Secretary is absent.
- C. The Secretary shall:
 - 1. Ensure that copies of these bylaws are available for review and distribution at every Council meeting.
 - 2. Keep and report the minutes of all meetings.
 - 3. Be responsible for sending copies of the minutes to the Community Council Center.
 - 4. Ensure proper distribution of meeting notices and agenda.
 - 5. Be responsible for maintaining records and doing correspondence of the Council.
 - 6. Keep custody of the membership-voting register and ensure it is available at every Council meeting.
- D. The Treasurer shall:
 - 1. Have charge and custody of and be responsible for all funds of the Council.
 - 2. Make disbursements as necessary upon the authorization of the Council.
 - 3. Report at each membership meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.
- E. Members at Large shall:
- F. Officers shall perform all of the duties incident to the offices they hold and such other duties as from time to time may be assigned by the President.

Section 4. Resignations, Vacancies, and Removals:

- A. Resignation shall be made in writing.
- B. Three consecutive excused absences by an officer shall constitute a vacancy. Removals, resignations, and vacancies can be filled temporarily by appointment by the executive committee until an election is held by the voting membership at the next general membership meeting.
- C. Any officer of the Council may be removed for violation of the Council's rules.
 - 1. Written notice must be given to the elected officers and the officer being considered for removal at least 15 days prior to the general membership meeting at which time a vote of confidence will be taken.
 - 2. Provisions must be made on the agenda for presentation of charges and for defense of the accused.
 - 3. A two-thirds vote of the Council members present and voting is required for an officer to be removed.

Section 5. Meetings of Officers

- A. The officers shall meet at least quarterly prior to the Council meetings and all meetings will be open to the general membership.
- B. Special meetings of the officers may be called by the President, or a majority of the officers, upon notification of all officers.
- C. Any action taken by the officers shall be presented at the next general membership meeting.
- D. The necessary quorum shall be a majority of elected officers.

ARTICLE X

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 XI

FINANCES

- A. Funds collected by the Council shall be deposited into a special account at an established bank with the Treasurer being responsible for all deposits and accountings.
- B. The Council may not receive voluntary contributions in excess of \$50 per year from each member to meet the cost of its operations (Municipal Code).
- C. The Council shall have the authority to sign all checks and make all withdrawals with the Treasurer and one other officer being required to sign each check or withdrawal.
- D. A financial report signed by the Treasurer and the President showing all receipts and expenditures shall be made yearly to the Council at its first quarterly meeting of the calendar year.

ARTICLE XII

AMENDMENTS

These bylaws may be altered, amended or repealed by a two-thirds vote of the members present at a general meeting or special membership meeting if at least 14 days' written and mailed notice is given of the intention to alter, amend or repeal bylaws at such meeting. The notice shall include a statement of the articles to be changed and the reason.

Amended April 15, 1999