

**BYLAWS OF THE
NORTH STAR COMMUNITY COUNCIL**

ARTICLE I. NAME

The name of this organization shall be North Star Community Council, hereinafter referred to as the “Council.”

ARTICLE II. BOUNDARIES

The North Star Community Council shall include that area encompassed by Fireweed Lane to the South, Chester Creek to the North, Minnesota Drive to the West, and the Seward Highway to the East. (See attached map.)

ARTICLE III. DEFINITION

The North Star Community Council is a nonprofit, voluntary, self-governing association composed of residents (including homeowners, tenants or others dwelling within the council boundaries), property owners, business owners, and representatives from non-profit associations and other entities located within the Council boundaries. The Council is not a branch or layer of government. The Council is not a regulatory or legislative body.

ARTICLE IV. PURPOSE (Municipal Code)

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 V. FUNCTION

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

- A. In regard to the Anchorage comprehensive plan:
 - 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 to advise Municipal officials of, or propose 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 or 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 government, to accomplish district (Council?)goals, including goals which may have an area wide impact;
- E. Maintain credibility by protecting against misuse of the Council organization by, including but not limited to, the following:
 - 1. special interest groups;
 - 2. withholding information;
 - 3. attempting personal financial or political gain;
 - 4. intentionally misrepresenting or non-representing a cross-section of opinion;
 - 5. not representing a minority opinion 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 VI. 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 or non-profit association physically located within the boundary described, and for at least 30 days.
- B. A person is a registered member immediately after signing the membership-voting register available at every general membership meeting.
- C. Membership dues will be \$ 5.00 per year.

ARTICLE VII. MEETINGS

- A. There should be a minimum of four (4) general membership meetings per year. Special meetings of the general membership may be called by the Executive Committee (the officers) or by written petition of ten (10) council members delivered to any officer.
- B. All meetings shall be open to the public.
- C. A quorum shall be established when a majority of seated officers is present; vacant officers' seats shall not be considered in establishing a quorum.
- D. Notices of meetings:
 - 1. Notice of each general membership meeting and the meeting agenda shall be sent to all members registered within the last 12 months. Notices and agendas shall be sent by electronic mail, unless the member arranges with the officers for notice by U.S. mail or other means.
 - 2. Notice of meetings and meeting agendas shall be posted on the Federation of Community Councils (FCC) website (www.communitycouncils.org).
 - 3. For meetings where annual elections take place, public notice should be done through newspapers, publications, school distribution, and other adequate means to inform most, if not all, prospective council members, to the extent budget and other resources allow.
- E. The elected Council officers or their designee shall be responsible for publication of meeting notices.
- F. 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.
- G. Meetings shall be as formal or informal as the number of participants will allow.

ARTICLE VIII. VOTING:

- A. Any member of the North Star Community Council as defined in the preceding Articles shall have only one vote, including corporations, non-profits, partnerships, and other businesses. Multiple property or business ownership does not entitle a person to multiple votes.
- B. A registered member who has attended at least one prior meeting in the 12 months is entitled to vote. The member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
- C. A registered member who is absent may send a personal letter to the Council detailing his or her position on the question to be voted on, which shall be read by the president to the Council prior to the vote.
- D. Any vote may be challenged and the membership voting register shall serve as the official list of eligible voters.

ARTICLE IX. 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, advisory opinion, or other action to the appropriate party. The communication must include:
 - 1. The date, type of meeting (general, special, executive) when the action 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 action taken, including, in the case of votes, the question voted on and the results of the vote.
- B. The president or president's designee making the communication shall read or report on the communication at the next general membership meeting. A copy of the letter, written presentation of public testimony, or other communication shall be included with the minutes.
- C. Written or oral responses to such communication, as well as any contact by a government official with a Council official concerning Council affairs, shall also 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 X. OFFICERS

Section 1. Officers

- A. The officers of the Council shall be the President, Vice President, Secretary, Treasurer, two (2) Members-at-Large, and the FCC Delegate.
- B. Officers shall serve for one-year terms, from June 1 to May 31.
- C. Officers may serve consecutive terms.

Section 2. Election.

- A. Election of officers shall take place annually, at the May general membership meeting.
- B. Upon request of any member, the election shall be by secret ballot.
- C. Candidates for officer may be selected by volunteering or by nomination. Nominations may be made at the March and April general membership meetings.

Section 3: Duties of Officers.

The Officers shall in general perform all duties incident to the offices they hold and such other duties that may be assigned by the president.

- 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. After consulting with the officers, the President shall establish meeting agendas.
- B. The Vice President shall:
 - 1. Be parliamentarian for each meeting;
 - 2. Keep a sign-in log with the name, physical address, e-mail 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; and
 - 3. Assume the duties of president when the president is absent.

C. The Secretary shall:

1. Ensure that copies of these bylaws are available for review at every Council meeting;
2. Keep and report the minutes of all meetings;
3. Be responsible for sending copies of minutes to the Community Councils Center;
4. Ensure proper distribution of meeting notices and agenda;
5. Be responsible for maintaining records and doing correspondence of the Council; and
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; and
3. Report at each membership meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.

E. The Members-at-Large shall: (define duties)

F. The FCC Delegate shall represent the Council at meetings of the Federation of Community Councils. The Council may also appoint a(n) Alternate(s) to the FCC.

Section 4: Resignations, Vacancies, and Removals

A. Resignations shall be made in writing or in person and recorded in the minutes at a general membership meeting

B. Three (3) consecutive unexcused absences by an officer shall constitute a vacancy. Vacancies created by removals, resignations, or absences 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 or at the next annual election.

C. Any officer of the Council may be removed for violation of the Council's rules.

1. Written notice must be given to the officer(s) or the member-at-large being considered for removal at least fifteen (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 (2/3) vote of the Council members present and voting is required for an officer to be removed.

Section 5: Meetings of the Officers.

- A. The Officers shall meet at least monthly and all meetings will be open to the general membership.
- B. Special meetings 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 XI. COMMITTEES

Advisory committees may be established by the President or general membership at any time for any necessary purpose. The president or a committee member shall report to the general membership on committee activities.

ARTICLE XII. FINANCES

- A. Funds collected by the Council shall be deposited into an account at an established bank with the treasurer being responsible for all deposits and accountings.
- B. The Council may receive gifts, grants, contributions, or in-kind donations of no more than \$250.00 per member per year from members or others to meet the costs of its operations.
- C. The treasurer shall have the authority to sign all checks and make all withdrawals, but shall do so only at the direction of the president or a majority vote at a general membership meeting.
- D. The treasurer shall give a verbal report at each general meeting of the membership.
- E. The treasurer shall produce all receipts, check registers, and financial documentation of the current council year within 10 days of a request by any member.

ARTICLE XIII. AMENDMENTS AND ADDITIONAL PROCEDURES

- A. These bylaws may be altered, amended or repealed by a two-thirds (2/3) vote of the members present at a general or special membership meeting if at least fourteen (14) days written and mailed notice is given of the intention to alter, amend or repeal Bylaws at such a meeting. The notice shall include a statement of the articles to be changed and the reason.
- B. Robert's Rules of Order govern those procedures not addressed in these bylaws, and may be invoked by a majority vote of the voting members present at a meeting.

Enacted this 25 day of May 2005

_____, President

_____, Vice President

_____, Secretary

_____, Treasurer

_____, Member-at-Large

_____, Member-at-Large

_____, FCC Delegate