

TURNAGAIN ARM COMMUNITY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Turnagain Arm Community Council, hereinafter referred to as the "Council."

ARTICLE II: BOUNDARIES

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-75), and appropriate associated map listed under municipal code §2.40.090 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.

ARTICLE III: DESCRIPTION

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

ARTICLE IV: PURPOSE

The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs. 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: 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 Municipal departments including those noticed under 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. 21.03.020.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. 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; and
- 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 16 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 Council's 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; or
 - 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 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.

- B. Any person who qualifies under section A of this article is a voting member immediately after signing the member 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 6 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 meetings shall be open to the public.
- D. Minutes shall be taken or recordings shall be made at all regular and special Council meetings, and shall be made available at the next council meeting.
- 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 emailed to those who have signed up for the Council's distribution list at least seven days in advance of the meeting. Notices may also be placed in such public locations as the community mail boxes in Indian and Bird Creek. 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 email notification to members, council newsletters, area wide mailings, newspapers, publications, school distribution and other means to inform as many council members as possible. Notice may also be submitted to the Federation of Community Councils, or current municipal contractor, for electronic distribution.
- G. The Executive Board or their designee(s) shall be responsible for any meeting notices.
- H. A quorum for general membership meetings and special meetings shall be 5 members.
- I. Meetings of the Executive Board:
 - 1. The Executive Board shall meet quarterly in conjunction with general membership meetings;
 - 2. Special meetings of the Executive Board may be called by the President, or by a majority of the Board upon 24 hour notification of all Board members;
 - 3. Any action taken by the Executive Board shall be presented at the next general membership meeting;
 - 4. All meetings shall be open to the general public; and
 - 5. A quorum is a majority of the Executive Board, i.e., three members.
- J. Robert's Rules of Order, Revised, 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 shall have one vote each. Nonprofit association, business owner, and non-resident property owner memberships shall designate a primary representative and may designate an alternate 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 member attendance roster shall serve as the official list of eligible voters.

ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS

The President or designee shall be charged with communicating official positions of the Council in a timely manner to the appropriate agencies and individuals. The Council's official positions on community matters may be communicated through resolutions, motions, position letters or emails.

ARTICLE X: OFFICERS

- A. The elected officers of the Council shall be President, Vice President, and Secretary-Treasurer.
- B. The Executive Board shall consist of the current officers, immediate past-president, and one general member at-large.
- C. The immediate past president shall be a voting member of the Executive Board.
- D. Election of officers and Executive Board members shall take place at the May general membership meeting.
- E. Candidates for officers and Executive Board members must be members of the Council.
- F. Candidates for officers or Executive Board members may be selected by volunteering or nomination.
- G. Officers will be elected for a two-year term. An officer may serve for up to three consecutive terms. The term of office is July 1 through June 30.
- H. Council officers and Executive Board members with financial or fiduciary responsibility must be 18 years old at the time of service.
- I. Duties of Officers:
 - 1. The President shall be the principal presiding officer, and:
 - a. Shall in general supervise the affairs of the Council;
 - b. Ensure that these bylaws are followed and enforced;
 - c. Be the spokesperson for the Council;
 - d. Assume, or delegate, all duties and responsibilities not assigned to any Council Officer by these bylaws.

2. The Vice-President:
 - a. May serve as parliamentarian as needed;
 - b. Shall assume the duties of President when the President is absent.

3. The Secretary/Treasurer shall:
 - a. Ensure that a copy of the bylaws is available at every Council meeting;
 - b. Keep and report the minutes of the meetings;
 - c. Be responsible for maintaining records and doing the correspondence of the Council at the discretion and direction of the President;
 - d. Keep custody of the membership voting register and ensure that it is available at every Council meeting;
 - e. Ensure that meeting and attendance rosters shall be used only for council business;
 - f. Have charge and custody of, and be responsible for, all funds of the Council;
 - g. Make necessary disbursements and withdrawals as outlined in Article XII, Section A of these bylaws; and
 - h. Report at each quarterly meeting all receipts and expenditures for the preceding quarter, including a statement of the current balance of funds.

- J. Resignations, Removals and Vacancies:
 1. Resignations shall be made in writing;

 2. Three consecutive unexcused absences by an officer shall constitute a vacancy;

 3. An officer may be removed from office for any reason by a two-thirds vote of the voting membership present at a regularly scheduled meeting; and

 4. Resignations, vacancies and removals shall be filled temporarily by appointment by Executive Board until an election by the voting membership can be scheduled after at least 30-day notice to the general membership.

ARTICLE XI: COMMITTEES

Committees may be established by the Executive Board at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the Executive Board.

ARTICLE: XII FINANCES

- A. Funds collected by the Council shall be deposited into an account or accounts at an established financial institution, with the Secretary-Treasurer being responsible for all deposits and accountings.

- B. The Secretary-Treasurer shall sign each check or withdrawal. If the Secretary-Treasurer is not available the President shall sign the check or withdrawal in place of the Secretary-Treasurer.

- C. A financial report signed by the Secretary-Treasurer and the President and a person approved by the general membership showing all receipts and expenditures shall be made yearly to the Council prior to the election of new officers.

ARTICLE XIII: AMENDMENTS

Proposed bylaws changes must be noticed and discussed at a minimum of one Council meeting prior to the meeting at which action will be taken. The notice shall include a statement of the articles to be changed and the reason. The bylaws may be amended or repealed by a two-thirds vote of the members present at a general or special meeting. Within 45 days of approval by the membership, bylaws amendments shall be filed with the Municipal Clerk for acceptance by the Municipal Assembly as required by municipal code chapter 2.40. It shall be the responsibility of the Council President, or designee, to timely notify the Municipal Clerk regarding bylaws amendments.

ARTICLE XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by vote of three-fourths of the members of the Council at a regular Council meeting, at a special meeting called for that purpose, or by mail ballot. If the Council is dissolved by law or by this Article the Council's property including, but not limited to, funds remaining in the Council treasury after all obligations are met, may be donated. The Council's donation shall be made to the Federation of Community Councils, or current municipal contractor, for community council use, or another nonprofit organization if designated in the dissolution action.