

**BYLAWS –NORTHEAST ANCHORAGE
COMMUNITY COUNCIL
SEPTEMBER 2005**

ARTICLE I. NAME

The name of this organization shall be NorthEast Community Council. The terms "The Community Council," "The Council," "Council," or NECC shall be substituted and refer in substance to the NorthEast Community Council within the content of these Bylaws. The term(s) Steering Committee and/or Executive committee shall refer to the Executive Board for clarity purposes here.

ARTICLE II. BOUNDARIES

The NorthEast Community Council shall include that area encompassed by the western portion of Fort Richardson which shall be the Council's eastern boundary. Northern Lights Boulevard shall be the southern boundary. Boniface Parkway shall be the western boundary and the military installations shall be the northern boundary. Boundary changes shall follow the same procedures laid out in Article XII Section A.

ARTICLE III. DEFINITION

The NorthEast Community Council is a non-profit, politically non-partisan, non-sectarian, voluntary, self-governing association. The Council is not a regulatory or legislative body.

ARTICLE IV. 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 V. MEMBERSHIP

Section 1. Eligibility

- 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 an official designated representative of a corporation or nonprofit association physically located within the NorthEast Community Council boundary described in Article II.
- B. A person is a registered member upon signing the membership register available at every monthly meeting.
- C. Proof of eligibility may be required.

Section 2. Meetings

- A. There should be a minimum of four (4) general membership meetings per year. Annual election of the Board shall take place at the "Annual Meeting," which will be held in April.
- B. Special Meetings of the general membership may be called by the Executive Board (the officers) or by written petition of twenty (20) Council members delivered to and signed for proof of delivery to any officer. A minimum of three (3) executive board members must approve of the special meeting. Executive Board meetings and other meetings may be called by the President or designee.
- 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. Date time and location of meetings will be available at the Federation of Community Council's Center and Municipal Clerk's office.
 2. Whenever possible, agenda and previous meeting's minutes shall be distributed at least (7) days in advance of the next general membership meeting.
 3. The "Annual Meeting" agenda shall be made available to all registered members and all property owners, and the "most current" list provided by the Federation of Community Councils in February with the notice announcing nominations for officers to be elected in April. .
 4. Each monthly general membership meeting agenda shall be distributed to Council members registered from previous membership registers within the last 12 months.
- F. The elected Council officers or their designees shall be responsible for publication of meeting notices and processing & mailing a published monthly communication device (newsletter, bulletin, etc.).
- 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, however, the President may invoke Robert's Rules of Order. The latest edition of Robert's Rules of Order, Revised, shall apply in all instances, matters, and proceedings not covered in the by-laws.
- I. No official NECC business at any meeting will be conducted after 10:00 PM unless extended by a 2/3rds vote of the membership present.
- J. Ten (10) members of the general membership including at least one executive board member shall constitute a quorum, and no business may be conducted at a general membership meeting unless a quorum is present and voting.

Section 3. Voting

- A. Any vote may be challenged after the meeting ends, but within seven (7) calendar days in writing to the NECC President or designee.
- B. Any members of the NorthEast Community Council as defined in the preceding Articles shall have one (1) vote.
- C. Each registered member must be present at the time of the vote in order to cast a vote. There will be no proxy voting in general council or executive board meetings.
- D. An already registered member who is absent may send a personal letter to the Council a minimum of twenty four (24) hours prior to the meeting detailing his or her position on the question to be voted on which shall be made available by the President to the Council prior to the vote.
- E. Any motion the subject of which was not printed in the mailed agenda (prior to the meeting) shall not be voted on until the next regular meeting, unless action is required upon notification from government entities.

1 **Section 4. Dues**

2 Dues, if established by amendment, shall not exceed \$15.00 annually per member

3 **Section 5. Vote Reporting & Official Contacts**

- 4 A. The President or the President's designee shall be charged with written communication or verbal
5 testimony of any Council vote to the appropriate party. The communication must include:
6 1. The date, type of meeting (general, special executive), and when vote was taken;
7 2. A clear statement of the question voted on, the number voting "yes", the number voting
8 "no" and the number abstaining.
9 B. Written or oral communication, or any contact by a government official with a Council officer
10 concerning Council affairs, shall be reported as Old Business at the next regular general
11 membership meeting and shall be summarized in the minutes.
12 C. In public testimony, no officer or member shall commit the Council to a position not previously
13 voted on by the membership.
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15 **Section 6. Membership Lists**

- 16 A. NorthEast Community Council membership lists can **only** be used for Council business and can
17 not be distributed in any way to individuals or groups.

18 **ARTICLE VI. FUNCTION.**

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

- 24 A. Respond to local government proposals submitted to the community councils;
25 B. Work to accomplish NECC goals, including goals which may have an area-wide impact;
26 C. Maintain credibility by not allowing misuse of the Council organization by, including, but not
27 limited to, the following:
28 1. Special interest groups, political groups or religious entities;
29 2. Intentionally withholding of information;
30 3. Attempting personal financial or political gain;
31 4. Intentionally misrepresenting or non-representing a cross section of opinion; and
32 5. Not representing a minority in addition to a majority opinion.
33 D. Inform local citizens regarding area issues and maintain an effective communication system;
34 E. Solicit items of concern to Council members and generate public interest and participation in
35 community matters originating within the Council area;
36 F. Publicize widely within the community all Council activities and results of those activities;
37 G. Keep written records of all Council proceedings;
38 H. Maintain copies of all Council minutes for community inspection at the current Federation of
39 Community Council's office center; and
40 I. Inform the Municipal Assembly of Council actions and concerns.
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ARTICLE VII. OFFICERS

Section 1. Executive Board

The Executive Board will be nine (9) persons elected by and from the membership at large. There will be elected three (3) persons per year to serve three (3) year terms. Seats A, B and C will expire in 2006; seats D, E and F will expire in 2007; and seats G, H and I will expire in 2008, and every three years thereafter.

Section 2. Election

Elections shall take place annually in April. The election shall be by secret ballot. A nominating committee of at least two Council members shall be appointed by the President at the February meeting. The slate of candidates shall be published in the April Meeting notices. Nominations will be accepted from the floor at the March and April meetings. Proof of eligibility may be required.

Section 3. Number of Officers

The officers of the Council shall be the President, Vice President, Secretary, Treasurer, and Parliamentarian. The Executive Board will elect their own officers to take office in May except in case of a vacancy. The President and/or his/her designee shall serve as representative to the Federation of Community Councils.

Section 4. Duties of Board Members

A. President

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 meeting agenda in coordination with the other Council officers.

B. Vice President

1. Greets members and guests and provides orientation of newcomers at general membership meetings;
2. Keep a sign-in log with the name, address and telephone 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 President is absent.

C. Secretary

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. Ensure proper distribution of meeting notices and agenda;
4. Be responsible for maintaining records and doing correspondence of the Council; and
5. Keep custody of the membership-voting register (sign in log) and ensure it is available at every Council meeting.

D. Treasurer

1. Have charge and custody of and be responsible for all funds of the Council;
2. Make disbursement as necessary upon the authorization of the Council; and
3. Report in writing at each membership meeting all receipts and expenditures for the preceding months, including statement of the current balance of funds.

1 E. Parliamentary

2 1. Advise the President on matters pertaining to Robert's Rules of Order and parliamentary procedure.

3 F. Board Members

4 Board Members shall advise the President and serve on committees or in assignments as
5 assigned by the President.

6 G. Officers

7 Officers in general shall perform all the duties incidental to the offices they hold and such other
8 duties as from time to time that may be assigned by the President.

9 **Section 5. Removal, Resignation, Vacancies**

10 A. Resignations shall be made in writing.

11 B. Three (3) absences from any five (5) consecutive meetings (Executive Board meetings and monthly
12 general membership meetings), by a Board member may constitute a vacancy. Removals,
13 resignations and vacancies shall be filled by appointment by the President with the approval of the
14 Executive Board for the remainder of the term.

15 C. Any officer or member of the Council may be removed for violation of the Council's rules
16 following the procedures below:

17 1. Written notice must be given to the elected officers and the member or officer being
18 considered for removal at least fifteen (15) days prior to the general membership meeting,
19 at which time a vote of confidence will be taken.

20 2. Provisions must be made on the agenda for presentation of charges and for defense of the
21 accused.

22 3. A two-thirds (2/3's) vote of the Council members present and voting is required for an
23 officer or Board member to be removed.

24 **Section 6. Orientation of Elected Board Members**

25 Elected Board members shall be required to provide to the current Council Secretary a signed
26 statement that they have read the current by-laws. At the May meeting, all NECC records, bank
27 account signatures, keys etc, and responsibilities are formally passed on to the new officer(s) at the
28 beginning of the meeting.

29 **ARTICLE VIII. EXECUTIVE BOARD LIMITATIONS**

30 The NorthEast Community Council may define specific areas in which the Executive Board may
31 speak and act in its behalf. Any of these areas may be revoked at any regular meeting of the Council.
32 The Executive Board may take action for the Community Council on timely items. These Actions will
33 be reviewed at the next regular Council meeting. Any member of the Council may request that an action
34 of the Executive Board be brought to a confirmation vote at that Council meeting. Any appointment to
35 fill a vacancy of the Executive Board shall be noticed prior to the next general membership meeting.

36
37 **ARTICLE IX. STANDING COMMITTEES**

38 Committees may be established by a vote of the Community Council, its President and/or Executive
39 Board, at any time for whatever purpose deemed necessary. The Capital Improvements Committee
40 shall be a standing committee and shall coordinate the annual NECC Capital Expenditure
41 recommendations to the Municipality of Anchorage and the Alaska State Legislature. At the May
42 general membership meeting a list of all standing committees and their chairperson(s) shall be reviewed
43 and confirmed.

1 **ARTICLE X. FINANCES**

- 2 A. Funds collected by the Council shall be deposited into a special account at an established bank with
3 the Treasurer being responsible for all accounting, deposits, balances and bank requirements, etc.
4 B. The Council may receive in-kind contributions, gifts or grants with the approval of the Board.
5 C. The Board shall have the authority to sign all checks and make all withdrawals with the Treasurer
6 and one (1) other officer (President or Vice President) being required to sign each check or make
7 each withdrawal in excess of \$100.00.
8 D. An annual audit shall be performed by at least two Council members (who are not signatories on
9 any NECC bank account) appointed by the President in February and the audit shall be presented at the
10 "Annual" meeting for the approval by the general membership.

11 **ARTICLE XI AMENDMENTS**


12 These Bylaws may be altered, amended or repealed by a two-thirds (2/3's) vote of the members present at a
13 general or special membership meeting if at least thirty (30) days written and distributed notice is given to
14 the intention to alter, amend or repeal the Bylaws at such a meeting. The notice shall include a statement of
15 the Articles to be changed and the reason therefore.

16 **ARTICLE XII DISSOLUTION OF THE COUNCIL**

- 17
18 A. Dissolution of the NorthEast Community Council may occur upon a two-thirds (2/3's) vote of the
19 members present at a general membership meeting. Such action requires at least sixty (60) days written
20 and distributed notice addressing the intentions and reasons for such dissolution.
21 B. Upon such a dissolution, the Council's property and assets shall be donated to a non-profit, non-political
22 organization approved by a majority vote of those members present at the time of the vote of
23 dissolution.
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25 These bylaws were approved at the NECC general membership meeting of September 15, 2005 by
26 a vote of the members present at that meeting; 17 in favor, 1 opposed, 1 abstaining.

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28 The forgoing Bylaws amended this 17 day of September of 2005.
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32 
33 President, Bob Roses

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35 Secretary, Dean E. Syta

36 Previously amended
37 02-18-99
38 11-17-94
3-17-94
3-21-91