

Bylaws
Northeast Anchorage Community Council
February 2013

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.

44 **Section 2. Meetings**

- 45 A. There should be a minimum of four (4) general membership meetings per year. Annual
46 election of the Board shall take place at the "Annual Meeting," which will be held in
47 April.
- 48 B. Special meetings of the general membership may be called by the Executive Board (the
49 Officers) or by written petition of twenty (20) council members delivered to and signed
50 for proof of delivery to an officer. A minimum of three (3) executive board members
51 must approve of the special meeting. Executive Board meetings and other meetings may
52 be called by the President or designee.
- 53 C. All meetings shall be open to the general public.
- 54 D. After consulting with the officers, the President shall establish the meeting agenda.
- 55 E. Notices required:
- 56 a. Date time and location of meetings will be available at the Federation of Community
57 Council's Center and Municipal Clerk's office.
- 58 b. Whenever possible, agenda and previous meeting's minutes shall be distributed at least
59 (7) days in advance of the next general membership meeting.
- 60 c. The "Annual Meeting" agenda shall be made available to all registered members and all
61 property owners, and the "most current" list provided by the Federation of Community
62 Councils in February with the notice announcing nominations for officers to be elected
63 in April.
- 64 d. Each monthly general membership meeting agenda shall be distributed to Council
65 members registered from previous membership registers within the last 12 months.
- 66 F. The elected Council officers or their designees shall be responsible for publication of
67 meeting notices and processing and mailing or e-mailing a published monthly
68 communication device (newsletter, bulletin, etc.)
- 69 G. Meetings shall be run in a manner intended to increase the public expression and
70 discussion of opinions held by Council members on matters of community concern. Any
71 limitations imposed by the Council on this rule must apply equally to all members.
- 72 H. Meetings shall be as informal as the number of participants will allow, however, the
73 President may invoke Robert's Rules of Order. The latest edition of Robert's Rules of
74 Order, revised, shall apply in all instances, matters, and proceedings not covered in the
75 bylaws.
- 76 I. No official NECC business at any meeting will be conducted after 10:00 PM unless
77 extended by a 2/3^{rds} vote of the membership present.
- 78 J. Ten (10) members of the general membership including at least one executive board
79 member shall constitute a quorum, and no business may be conducted at a general
80 membership meeting unless a quorum is present and voting.

81
82 **Section 3. Voting**

- 83 A. Any vote may be challenged after the meeting ends, but within seven (7) calendar days in
84 writing to the NECC President or designee.
- 85 B. Any members of the Northeast Community Council as defined in the preceding Articles
86 shall have one (1) vote.
- 87 C. Each register member must be present at the time of the vote in order to cast a vote.
88 There will be no proxy voting in general council or executive board meetings.
- 89 D. An already registered member who is absent may send a personal letter to the Council a
90 minimum of twenty four (24) hours prior to the meeting detailing his or her position on

91 the question to be voted on which shall be made available by the President to the Council
92 prior to the vote.

93 E. Any motion the subject of which was not printed in the mailed agenda (prior to the
94 meeting) shall not be voted on until the next regular meeting, unless action is required
95 upon notification from government entities.

96 F. In order to be nominated for office, the candidate must have attended three of the
97 previous six general meetings.
98

99 **Section 4. Dues**

100 Dues, if established by amendment, shall not exceed \$15.00 annual per member.
101

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

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

- 106 a. The date, type of meeting (general, special executive), and when vote was taken;
- 107 b. A clear statement of the question voted on, the number voting "yes", the number
108 voting "no" and the number abstaining.

109 B. Written or oral communication or any contact by a government official with a Council
110 officer concerning Council affairs, shall be reported as Old Business at the next regular
111 general membership meeting and shall be summarized in the minutes.

112 C. In public testimony, no officer or member shall commit the Council to a position not
113 previously voted on by the membership.
114

115 **Section 6. Membership Lists**

116 Northeast Community Council membership lists can only be used for Council business and
117 cannot be distributed in any way to individuals or groups.
118

119 **Article VI. Function.**

120 The Northeast Community Council has a policy and practice of open membership which
121 encourages participation of a person from all segments of the community. The Community
122 Council has a continuing obligation to remain, in the opinion of the Anchorage Assembly,
123 representative of the residents of the districts. As a representative community council, the
124 Northeast Community Council has the following functions:

- 125 A. Respond to local government proposals submitted to the community councils;
- 126 B. Work to accomplish NECC goals, including goals which may have an area-wide impact;
- 127 C. Maintain credibility by not allowing misuse of the Council organization by, including,
128 but not limited to the following:
 - 129 a. Special interest groups, political groups, or religious entities;
 - 130 b. Intentionally withholding of information;
 - 131 c. Attempting personal financial or political gain;
 - 132 d. Intentionally misrepresenting or non-representing a cross section of opinion; and;
 - 133 e. Not representing a minority in addition to a majority opinion.
- 134 D. Inform local citizens regarding area issues and maintain an effective communication
135 system;
- 136 E. Solicit items of concern to Council members and generate public interest and
137 participation in community matters originating within the Council area;

- 138 F. Publicize widely within the community all Council activities and results of those
139 activities;
140 G. Keep written records of all Council proceedings;
141 H. Maintain copies of all Council minutes for community inspection at the current
142 Federation of Community Council's office center; and
143 I. Inform the Municipal Assembly of Council actions and concerns.
144

145 **Article VII. Officers**

146 **Section 1. Executive Board**

147 The Executive Board will be nine (9) persons elected by and from the membership at large.
148 There will be elected three (3) persons per year to serve three (3) year terms. Seats A, B and C
149 will expire in 2006; seats D, E, F will expire in 2007; and seats G, H and I will expire in 2008,
150 and every three years thereafter.
151

152 **Section 2. Election**

153 A. Elections shall take place annually in April. The election shall be by secret ballot. A
154 nominating committee of at least two Council members shall be appointed by the
155 President at the February meeting. The slate of candidates shall be published in the April
156 meeting notices. Nominations will be accepted from the floor at the March and April
157 meetings. Proof of eligibility may be required.
158

159 **Section 3. Number of Officers**

160 The officers of the Council shall be the President, Vice President, Secretary, Treasurer, and
161 Parliamentarian. The Executive Board will elect their officers to take office in May except in
162 case of a vacancy. The President and/or his/her designee shall serve as representative to the
163 Federation of Community Councils.
164

165 **Section 4. Duties of Board Members**

- 166 A. President
167 a. Be the principal presiding officer and shall in general supervise the affairs of the
168 Council and shall also ensure that these bylaws are followed and enforced;
169 b. Establish meeting agenda in coordination with the other Council officers.
170 B. Vice President
171 a. Greets member and guests and provides orientation of newcomers at general
172 membership meetings;
173 b. Keep a sign-in log with the name, address and telephone number of each person
174 who attends a meeting. This log is to be turned over to the Secretary at the end of
175 each meeting; and
176 c. Assume the duties of President when President is absent.
177 C. Secretary
178 a. Ensure that copies of these bylaws are available for review and distribution at
179 every Council meeting;
180 b. Keep and report the minutes of all meetings;
181 c. Ensure proper distribution of meeting notes and agenda;
182 d. Be responsible for maintaining records and doing correspondence of the Council;
183 and

- 184 e. Keep custody of the membership-voting register (sign in log) and ensure it is
185 available at every Council meeting.
- 186 D. Treasurer
- 187 a. Have charge and custody of and be responsible for all funds of the Council;
188 b. Make disbursement as necessary upon the authorization of the Council;
189 and
- 190 c. Report in writing at each membership meeting all receipts and expenditures for
191 the preceding months, including statement of the current balance of funds.
- 192 E. Parliamentarian.
- 193 a. Advise the President on matters pertaining to Robert's Rules of Order and
194 parliamentary procedure.
- 195 F. Board Members
- 196 a. Board Members shall advise the President and serve on committees or in
197 assignments as assigned by the President.
- 198 G. Officers
- 199 a. Officers in general shall perform the duties incidental to the offices they hold and
200 such other duties as from time to time that may be assigned by the President.
201

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

- 203 A. Resignations shall be made in writing.
- 204 B. Three (3) absence from any five (5) consecutive meetings (Executive Board meetings and
205 monthly general membership meetings), by a Board member may constitute a vacancy.
206 Removals, resignations and vacancies shall be filled appointment by the President with
207 the approval of the Executive Board for the remainder of the term.
- 208 C. A Board member may be removed for due cause following the procedures below:
- 209 a. Notice of cause must be presented to the President either in writing or by
210 announcement at the Executive Board meeting.
- 211 b. The Executive Board will decide by a majority vote whether to bring the removal
212 before the general council.
- 213 c. A two-thirds (2/3) vote of the Council members present and voting at the general
214 meeting is required for an officer of a Board Member to be removed.
- 215 D. Any officer or member of the Council may be removed for violation of the Council's
216 rules following the procedures below:
- 217 a. Written notice must be given to the elected officers and the member or officer being
218 considered for removal at least fifteen (15) days prior to the general membership
219 meeting, at which time a vote of confidence will be taken.
- 220 b. Provisions must be made on the agenda for presentation of charges and for defense of
221 the accused.
- 222 c. A two-thirds (2/3) vote of the Council members present and voting is required for an
223 officer of a Board Member to be removed.
224

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

226 Elected Board member shall be required to provide to the current Council Secretary a signed
227 statement that they have read the current bylaws. At the May meeting, all NECC records, bank
228 account signatures, keys, etc., and responsibilities are formally passed on to the new officers(s) at
229 the beginning of the meeting.

230
231 **Article VIII. Executive Board Limitations**
232 The Northeast Community Council may define specific areas in which the Executive Board may
233 speak and act in its behalf. Any of these areas may be revoked at any regular meeting of the
234 Council. The Executive Board may take action for the Community Council on timely items.
235 These Actions will be reviewed at the next regular Council meeting. Any member of the Council
236 may request that an action of the Executive Board be brought to a confirmation vote at the
237 Council meeting. Any appointment to fill a vacancy of the Executive Board shall be noticed
238 prior to the next general membership meeting.

239
240 **Article IX. Standing Committees**
241 Committees may be established by a vote of the Community Council, its President and/or
242 Executive Board, at any time for whatever purpose deemed necessary. The Capital
243 Improvements committee shall be a standing committee and shall coordinate the annual NECC
244 Capital Expenditure recommendations to the Municipality of Anchorage and the Alaska State
245 Legislature. At the May general membership meeting a list of all standing committees and their
246 chairperson(s) shall be reviewed and confirmed.

247
248 **Article X. Finances**
249 A. Funds collected by the Council shall be deposited into a special account at an established
250 bank with the Treasurer being responsible for all accounting, deposits, balances and bank
251 requirements, etc.
252 B. The Council may receive in-kind contributions, gifts or grants with the approval of the
253 Board.
254 C. The Board shall have the authority to sign all checks and make all withdrawals with the
255 Treasurer and one (1) other officer (President or Vice President) being required to sign
256 each check or make each withdrawal in excess of \$100.00
257 D. An annual audit shall be performed by at least two council members (who are not
258 signatures on any NECC bank account) appointed by the President in February and the
259 audit shall be presented at the "Annual" meeting for the approval by the general
260 membership.

261
262 **Article XI. Amendments**
263 The bylaws may be altered, amended or repealed by a two-thirds (2/3) vote of the members
264 present at a general or special membership meeting if at least thirty (30) days written and
265 distributed notice is given to the intention to alter, amend or repeal the bylaws at such a meeting.
266 The notice shall include a statement of the Articles to be changed and the reason therefore.

267
268 **Article XII. Dissolution of the Council**
269 A. Dissolution of the Northeast Community Council may occur upon two-thirds (2/3) vote of
270 the members present at a general membership meeting. Such action requires at least sixty
271 (60) days written and distributed notice addressing the intentions and reasons for such
272 dissolution.
273 B. Upon such dissolution, the Council's property and assets shall be donated to a non-profit,
274 non-political organization approved by a majority vote of those members present at the
275 time of the vote of dissolution.

277 These bylaws were approved at the NECC general meeting of February, 2013 by a vote of the
278 members present at that meeting: 34 in favor, 5 opposed, 3 abstaining.

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282 The foregoing bylaws amended this 21st day of February of 2013.

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297 Previously amended

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299 03-18-2010

300 09-17-2005

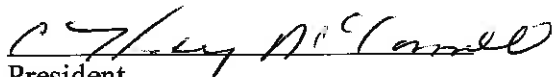
301 02-18-1999

302 11-17-1994

303 03-17-1994

304 03-21-1991

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President,
Carla Hadley McConnell


Secretary,
Lorne Bretz