

**Bylaws
Of
Abbott Loop Community Council**

**Article I
Name**

Section 1. The Name of this organization shall be the Abbott Loop Community Council. The Abbott Loop Community Council is a non profit, voluntary, self-governing association composed of residents, property owners, business owners and representatives from non profit associations and other entities located within geographical areas designated as districts by the Anchorage Municipal Assembly.

**Article II
Boundaries**

Section 1. The boundaries of the Council shall be provided under AMC Section 2.40.040. and AMC 2.40.090.

**Article III
Purpose**

Section 1. The purpose of the Council shall be to provide a forum through which (1) members concerns can be voiced and made known to local government policy and decision making bodies. (2) Members will receive timely information on matters which would or could affect their community so that they can become involved at the early planning stages and, (3) to improve communications and understanding within and among members of the council. Through this forum, members will contribute to sound government and well being of our community in conformance with the intent of the Anchorage Ordinance No. 77-333. The Council shall not endorse a candidate for Federal, State, or Municipal elected office.

**Article IV
Membership/Meetings/Representation of Council**

Section 1. Membership – Any person 18 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 non profit 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 non profit 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, 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 non-profit organizations memberships are single

memberships, and shall have a designated primary representative, and may have a designated alternate representative.

Section 2. a) Meetings – General membership meetings shall use Roberts Rules of order. General membership meetings shall normally be held the last Thursday of every month. Special meeting can be called by the President or designee at the request of any ten (10) members. No general membership meeting may be held without prior membership notification. Minutes shall be taken at all meetings.

Section 2. b) Representation of the Council - Items importance to the Council which require action during the time after the last General Membership meeting and before the next scheduled one, may be decided by a vote of at least five (5) of the nine (9) board members. (Board members serve for the same term lengths as the three officers, and are elected in the same manner. As much as is possible, board members should represent a geographical diversity within the council boundaries). The results of such votes and all action taken shall be full reported at the next General Membership meeting by the Secretary.

Section 2. c) Meeting of the Board of Directors may occur at any time for the purpose set forth in Article IV Section 2. a) Such meetings do NOT require prior public notification. Any member of the council is welcome to attend.

Section 3) Quorum-A quorum shall be the members present at a meeting (Including 2 of the 4 elected officers).

Section 4) Voting-Each member present at a meeting will have one vote. (Eligibility per Article IV Section 1). Any person casting a vote may be challenged as to their eligibility for membership. If the person challenged cannot provide proof of eligibility requirements, their vote will not be counted. Matters will be passed by a simple majority of those present, except as specified elsewhere in the By-laws.

Article V Officers

Section 1. Officers – The members shall elect a President, Vice President, Secretary, and Treasurer to serve as the Council’s officers.

Section 2. Elections/Eligibility Officers - will be elected annually at the September meeting. Eligibility complies with definition of membership in Article IV Section 1.

Section 3. Tenure – Officers will serve for a one-year term, and may be re-elected to consecutive terms.

Section 4. Vacancies – The President or designee may appoint a member to fill a vacant position until an election can be held to fill the unexpired term. The election must be announced through membership notification to members.

Section 5. Absences – Any officer absent from six (6) consecutive meetings may be removed from office at the sixth meeting and an election scheduled for the next meeting to fill the vacancy.

Section 6. Recall – A simple majority of the monthly meeting may vote for a recall election at the next monthly meeting. At that meeting, a two-thirds vote of no confidence is required to recall an officer or director.

Section 7. a) Duties – General Duties of Council Officers. Officers of the Council are to carry out internal procedural matters of the Council coordinate presentations at meetings with necessary agencies, and organizations, and report actions taken by the Council. Any officer who specifically or by inference indicates that they are speaking for or representing the Council beyond the reporting of a vote or specifically authorized to do so by vote of the members will be subject of recall vote

Section 7. b) Representation of Council - Items of importance to the Council which require action during the time after the last General Membership meeting and before the next scheduled one, may be decided by a vote of at least six (6) of the nine (9) board members. (Board members serve for the same term lengths as the three officers, and are elected in the same manner. As much as is possible, board members should represent a geographic diversity within Council boundaries.). The results of such votes and all action taken shall be fully reported at the next General Membership meeting by the Secretary.

Section 7.b.1) Public Office: An Officer or Board Member of the Abbott Loop Council must resign immediately from their position when the member formally declares a candidacy, is elected or appointed to Municipal, State or Federal Office. Formal declaration means submitting a press release or filing a notice of intent to run for office, or forming a campaign committee, or soliciting funds. Elected officials are not eligible to services as an Officer or Board Member.

President – The President shall be the principal officer of the Council and shall in general supervise and control the business and affairs of the Council. They shall, when present, preside at all meetings and shall perform all duties incident to the office and such other duties as may be appropriate from time to time.

Vice- President – In the absences of the President, the Vice-President shall perform the duties of the President. They shall arrange for the meeting place. The Vice President shall supervise the activities of the Publicity Committee. The Vice-President shall perform such other duties as from time to time may be assigned by the President.

Secretary – The Secretary shall keep the minutes of the meetings. The Secretary is responsible for maintaining records and correspondence of the Council. The Secretary shall perform such other duties as from time to time that may be assigned by the President or designee

Treasurer – The Treasurer shall be responsible for the management of the Councils finances including regular/monthly status reports to be known as the “Treasurer’s Report”, also for the annual report to the Council members known as the “Treasurer’s Annual Report The Treasurer will have charge and custody of and is responsible for all funds of the Council. The Treasurer will make disbursement as necessary upon the authorization of the board. The Treasurer shall perform such other duties as from time to time that may be assigned by the President or designee

Article VI Meeting Procedure

Section 1. Speakers List – If applicable, to insure an equal opportunity for all Council members to express their views in an orderly manner, a speakers list for old and new business will be posted. Speakers will be heard to five (5) minutes either for or against a subject. Rebuttals will be limited to one (1) minute. Open discussions will follow the speakers list.

Section 2. Prior to speaking, a member will announce his name and street address.

Section 3. New business introduced from the floor which requires a recommendation to the Municipality or State shall not be voted upon until the following meeting, thereby permitting notification of all the members of the business item. A 2/3 vote may override this rule.

Section 4. Any vote taken on other than internal procedural matters of the Council will be reported in their entirety to include (1) number of members present, (2) number of “yeas”, (3) number of “nays” (4) number of abstentions.

Article VII Committees

Section 1. There may be two types of committees. (1) Standing committees could be permanent committees of long duration. (2) Special committees and subcommittees could be formed to act on specific problem areas and tasks.

Section 2. Committees may be established at the recommendation of the President with the approval of the Board or the Council.

Section 3. Suggested Standing committees are:

(a.) Planning and Zoning Committee: This committee will be the primary point of contact for planning and zoning matters. The committee will relay information to the Council, make presentations to the Council, and relay any comments and recommendations to the Municipality that are authorized by the Council. The committee may be requested to perform other duties by the President or designee.

(b.) Transportation/Public Services Committee: This committee will be the primary point of contact for roads, sewer, water, power, telephone, gas and other services provided to the members of the Council. The committee will relay information to the Council

and relay any comments and recommendations to the Municipality and other public service providers as authorized by the Council. The committee may be requested to perform special duties assigned by the President or designee.

(c.) Parks and Recreation Committee: This committee will monitor the Councils Parks and Recreational areas, and make recommendations on conditions, changes and updates that pertain to the areas.

(d.) Membership Committee: This committee will be responsible for increasing the general membership and participation to the Council.

Article VIII Amendments

These By-Laws may be altered, amended or repealed, or new By-Laws adopted by a majority vote at any regularly scheduled General Membership meeting when the proposed action has been announced in the prior meeting. If not announced at a prior meeting a 2/3 vote shall be required and sustained by a majority vote at the next regular scheduled meeting at which time if passed shall become effective.

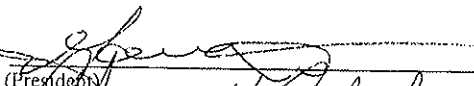
Article IX Dissolution of the Council

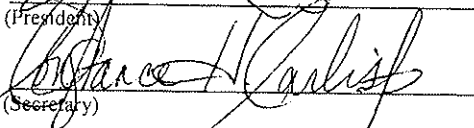
In the event of dissolution of the Council all assets will be turned over to the Federation of Community Councils, or to the nearest Community Council.

Article X Membership Lists

Membership lists, meeting and attendance rosters shall be used for official Council business only.

Ratified by the Council this 24th day of April, 2014.

Attest:  _____ President
(President)

Attest:  _____ Secretary
(Secretary)