

**MOUNTAIN VIEW COMMUNITY COUNCIL
BYLAWS**

**ARTICLE I
Name**

The name of this organization shall be known as the Mountain View Community Council, hereinafter called the "Council."

**ARTICLE II
Boundaries**

The Council boundaries shall be as set forth in AMC 2.40.040 and shall encompass the following area: from the intersection of McCarrey Street and Glenn Highway, westward along the Glenn Highway until it turns into 5th Avenue, thence along 5th Avenue to Orca Street, thence on a line from Orca Street at the end of Merrill Field due North between the Cook Inlet Pre-Trial Facility and the Clear Zone to Orca Street at Third Avenue, thence west along Third Ave to Post Road, thence North along Post Road to Ship Creek, thence northeastward following Ship Creek across Reeve Boulevard, thence eastward along the United States Air Force property line to East boundary line of Davis Park, thence South to the Glenn Highway, thence West to the point of beginning.

**ARTICLE III
Description**

The Council is an independent, non-profit, voluntary, self-governing association composed of residents 16 years of age or older, non-resident property owners, business owners, and non-profit 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. The Council is politically non-partisan.

**ARTICLE IV
Purpose**

The purpose of this 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 forum for dissemination of information and 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 propose appropriate action regarding, and 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 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 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 regulations;
- 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. Maintain credibility by not allowing misuse of the Council organization by, including but not limited to the following:
 - 1. Special interest groups;
 - 2. Withholding of information;
 - 3. Attempting personal financial or political gain;
 - 4. Intentionally misrepresenting a cross-section of opinion; and
 - 5. Failure to represent both majority and minority opinions;
- F. 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
- G. 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;
- H. Participate in the community meeting process under Municipal Code § 21.03.020.C when the notice from the developer is timely.

- I. Maintain an effective communication system to acquaint local citizens with information concerning activities and area issues;
- J. Solicit items of concern to Council members and generate public interest and participation in community matters originating within the Council area;
- K. Keep written records of all Council proceedings;
- L. Maintain copies of all Council minutes for community inspection at the Community Councils Center; and
- M. Inform the Municipal Assembly of Council actions and concerns.

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;
- tax exempt status under federal law.

If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a Council member. Alternate designations for resident memberships shall not be recognized. Non-resident 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 (Sign-In Sheet) at any regular or special Council meeting. The Member Attendance Roster (Sign-In Sheet) and other member personal information 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 will be a minimum of ten (10) general membership meetings per year, and at least one (1) meeting per calendar quarter. Annual election of officers shall take place at one of these meetings.
- B. Special meetings of the general membership may be called by the President or the Executive Board, or by written petition signed by ten (10) members and delivered to any officer, to address

Council business, including the accommodation of Community Council responsibilities under Municipal Code § 21.03.020.C.

- C. There will be a minimum of four (4) Executive Board meetings per year. The Executive Board shall include the officers and standing committee chairs.
- D. All Council meetings shall be open to the general public.
- E. 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.
- F. The President, and in the President's absence, the Vice-President shall establish the Council meeting agenda. However, agenda additions and changes may be adopted by the Council at the time of the meeting.
- G. Notices required:
 - 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 schools, libraries, and shopping centers. The draft agenda may be submitted to the Federation of Community Councils, or current Municipal contractor, for distribution by print or electronic means.
 - 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 distribution by print or electronic means.
- H. The Executive Board or their designee(s) shall be responsible for any meeting notices.
- I. 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. Meetings shall be as informal as the number of participants will allow. Any limitations imposed by the Council of these rules must apply equally to all members.
- J. Roberts Rules of Order, Revised, shall apply for all regular and special meetings, and for all matters not covered by the Bylaws.

ARTICLE VIII

Voting

- A. Any member of the Council as defined in the preceding Articles shall have one (1) vote. Even if a single individual represents several kinds of property or businesses within the definition for membership qualification, or meets the definition of member in more than one category, that member shall still have just one (1) vote. 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. Each qualified member must be present at the time of the vote in order to cast a vote. There shall be no proxy voting.
- C. Any vote may be challenged. The Member Attendance Roster (Sign-In Sheet) shall serve as the official list of eligible voters. (See Article VI, Section B.)
- D. A minimum of ten (10) eligible voters constitutes a quorum.
- E. In order to be nominated for office or vote for election of officers, the member, as defined in Article VI, must have attended two meetings in the twelve (12) months prior to that vote.

ARTICLE IX
Vote & Position Reporting, and Official Contacts

- A. The President, or the President's designee, shall be charged with timely written communication or verbal testimony of any Council vote to the appropriate party. The Council's official positions on community matters may be communicated through resolutions, motions, position letters, or emails.

The communication must include:

1. The date, type of meeting (general, special, executive) when the vote was taken;
 2. How the vote or advisory opinion was arrived at (a meeting, telephone poll, and/or survey);
 3. A clear statement of the question voted on;
 4. The number of members present;
 5. The number voting 'yes';
 6. The number voting 'no';
 7. An abstention shall be numbered in the voting only when a member is present at the time of vote and requests that an abstention be recorded.
- B. Copies of such communications, following the sending of a letter, presentation of public testimony, or other communication, shall be incorporated by reference in the minutes and made available during the next general membership meeting.
 - C. Any contact by a government official with a Council officer concerning Council affairs and any written or oral responses to that communication, shall also be reported as Old Business at the next meeting 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.
 - E. An annual report on Council business and on the Council's finances conducted in the preceding twelve months shall be submitted to the Community Council in a timely manner.

ARTICLE X
Election of Officers and their Duties

Council officers and Executive Board members with financial or fiduciary responsibility must be 18 years old at the time of service. The Council may, in its discretion, designate non-fiduciary and non-signatory roles to younger members for leadership training.

- A. The officers of the Council shall be the President, Vice-President, Secretary, Treasurer, and the immediately preceding term's President ("Past President"). These officers shall constitute the voting members of the Executive Board.
- B. Elections:
1. Election of officers shall take place annually in September at a meeting as required by Article VII.
 2. The election shall be by secret ballot.
 3. The term of office shall be one year from the adjournment of the September meeting through the adjournment of the next September meeting.
 4. Elected officers shall serve until successors are elected.
- C. Duties of Officers:
1. The President: Principal executive officer of the Council: shall be responsible for all business and affairs of the Council and ensures that these Bylaws are followed and enforced.
 - a. Establishes the Council meeting agenda and chairs meetings of the Council.
 - b. Appoints all chairpersons of all Standing Committees, Ad Hoc Committees, and Liaison responsibilities.
 2. The Vice-President: Assumes the duties of the President as necessary and oversees the production of the newsletter.
 3. The Secretary shall:
 - a. compose and report the minutes of all general membership and special meetings;
 - b. compose and report the minutes of all Executive Board meetings, if taken;
 - c. handle all correspondence of the Council;
 - d. be responsible for sending the originals of the minutes, reports, Sign-In Sheets, and correspondence to the Community Councils Center;
 - e. be responsible for submitting the permanent records of the Council to the Community Councils Center;
 - f. ensure that copies of the Bylaws are available at every Council meeting;
 - g. oversee the Sign-In Sheets at every Council meeting.
 4. The Treasurer shall:
 - a. be responsible for all funds of the Council;
 - b. make deposits and disbursements, upon authorization of the Council, as necessary;
 - c. report at each Council meeting all receipts and expenditures for the preceding month, including the current balance of funds;
 - d. prepare and present to the Council an annual financial report prior to election of officers.
 5. The immediately preceding term's President ("Past President"): Serves as a resource person to insure continuity in existing programs and Council affairs.
- D. Resignations, Vacancies, and Removals:
1. Resignations shall be made in writing;

2. Three (3) consecutive absences from Council meetings by any officer shall make such officer subject to removal from office. Removal consideration shall be brought to a vote at a special or general meeting of the Council, and removal shall occur on a two-thirds vote of the Council members then eligible, as defined in Article VIII, Section F, and voting.
3. Removal, resignations, and vacancies may be filled temporarily by appointment by the Executive Board. Nominations may be made at the next general membership meeting. The election of an officer to fill that position shall be held at the following (second) general membership meeting.
4. Any officer of the Council may be removed for cause. Written notice must be given to the elected officer 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. Provisions must be made on the agenda for the presentation of charges and for defense of the accused. A quorum and a two-thirds (2/3) vote of the Council members present and eligible to vote, as defined in Article VIII, Section F, is required for an officer to be removed.

E. Meetings of the Executive Board:

1. The Executive Board shall meet at least four (4) times a year and these meetings will be open to the general public. Minutes may be taken.
2. Special meetings may be called by the President, or a majority of the officers, upon notification of all members of the Executive Board.
3. Any action taken by the Executive Board shall be presented at the next general membership meeting.
4. A majority of the voting members of the Executive Board shall constitute a quorum for conducting business of the Executive Board. Executive Board participation and action may be accomplished by e-mail voting or other electronic or telephonic means.

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.

A. The Standing Committees of the Council shall be:

1. Cultural and Recreational Development: Areas of concern to include matters relating to Parks and Recreation Department, Libraries, the Community Recreation Center and other related issues and matters.
2. Health and Human Services: Areas of concern to include matters relating to Municipal Department of Health and Human Services, the U. S. Public Health Service and related public and private health and human services.
3. Land Use: Areas of concern to include matters relating to planning, zoning, platting, land use ordinances, and the general use of real property and facilities.

4. Public Safety: Areas of concern to include matters relating to Police and Fire Departments, Emergency Medical Services, the Community Service Patrol/Anchorage Safety Patrol, and a sanctioned Community Patrol.
 5. Schools: Areas of concern to include matters relating to all schools serving the Mountain View area.
 6. Youth Activities: Areas of concern to include matters relating to The Boys and Girls Club, Camp Fire, and other formal and informal youth organizations.
- B. Committee chairpersons of all Standing Committees shall be appointed by the President and may be removed by a majority vote of the Executive Board.
 - C. Committee members shall be appointed by the Committee Chair and may be removed by the Chair or a majority vote of the Executive Board.
 - D. Committees shall keep a written record of all meetings and submit originals to the Executive Board on a timely basis.
 - E. Chairpersons of all Standing Committees should attend meetings of the Executive Board as non-voting members.
 - F. Ad Hoc Committees may be appointed by the President, or vote of the Council at any regularly noticed meeting of the Council.
 1. Ad Hoc Committees shall be appointed for a limited period of time and with a specific charge.
 2. Chairpersons of each Ad Hoc Committee may/should attend meetings of the Executive Board as a non-voting member.
 - G. A Liaison position to the Federation of Community Councils is established. Appointment shall be by the President and duties shall include attending the meetings of the Federation of Community Councils. The incumbent should attend meetings of the Executive Board without vote and shall regularly report to the Council.

ARTICLE XII

Finances

- A. Funds collected by the Council shall be deposited into an account or accounts at an established financial institution, with the Treasurer being responsible for all deposits and accountings.
- B. The Treasurer shall sign each check or withdrawal. If the Treasurer is not available the President or Acting-President shall sign the check or withdrawal in place of the Treasurer.
- C. The President may, with the assistance of the Executive Board, prepare an annual budget for approval by the Council at its December meeting.
- D. Funds collected by the Council and Committees of the Council shall be deposited into an account at a bank selected by the Executive Board with the Treasurer being responsible for all deposits and accounting. The President, Vice-President, Secretary, and Treasurer are authorized to sign checks, with two signatures required for each withdrawal from the checking or savings account.

- E. The Council may receive gifts, grants, contributions, or in-kind donations from members or others to meet the costs of its General Operations.
- F. As long as there are regular budgeted expenses of more than one type, there shall be a separate accounting of those expenditures and the donations made to cover them. Any transfer of funds between budgeted accounts must be approved by the Executive Board. The only limitations of expenditures shall be governed by raising of the funds to cover those expenditures and a budget approved by the body. When expenses are budgeted, payments for those expenses shall be made without vote of the Council.
 - 1. If at any time the Council ceases to budget separate expenses, it shall eliminate the separate bookkeeping accounts and use a General Operations Account for all expenditures and donations.
 - a. Any expenditures of two hundred dollars (\$200.00) or less from the Council General Operations Account may be approved by three (3) Council Officers without approval of the general membership. Amounts in excess of that amount must be approved by a vote of the Council.
- G. All projects undertaken by the Council requiring the expenditure of funds must first be approved by the general membership. Estimated project costs must be presented at the time of approval.
- H. All contributions raised by and /or for Committees are designated for expenditure by the respective Committees in accordance with prior approved budgets. The Committee chairpersons shall be responsible to the Treasurer for accounting of all contributions.

ARTICLE XIII

Records

- A. The Secretary shall compose minutes of all meetings of the Council and ensure that they are presented for approval at the following meeting of the Council. The Secretary shall submit the original minutes as a permanent record of the Council to the Community Councils Center.
- B. Minutes or reports of Standing and Ad Hoc Committees shall be given to the Secretary by the Chair of the respective Committees in a timely manner for submission by the Secretary as a part of the permanent record of the Council to the Community Councils Center.
- C. All original Sign-In Sheets for meetings of the Council shall be submitted by the Secretary to the Community Councils Center as the permanent record of the Council.
- D. All correspondence to, by, and about the Council, Officers, and Committees shall be given to the Secretary in a timely manner for maintenance by the Secretary as permanent records of the Council.
- E. The Secretary, at the end of their term of office, shall transfer the permanent records of the Council to the incoming Secretary within fifteen (15) days.
- F. The Treasurer, at the end of their term of office, shall transfer the accounting records of the Council to the incoming Treasurer within fifteen (15) days.

**ARTICLE XIV
Amendments**

Proposed Bylaws changes must be noticed and discussed at a minimum of one (1) 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 (2/3) vote of the members present at a general or special meeting, as defined under Article VIII, Section F. 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 XV
Dissolution**

In the event of the dissolution or liquidation of the Mountain View Community Council, whether voluntary or involuntary, no person shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Mountain View Community Council from any source, after the payment of all debts and obligations of Mountain View Community Council, shall be distributed exclusively to an organization or organizations, organized and operated for charitable, educational, or scientific purposes, for exclusive use in the Mountain View Community Council area. Such organization(s) shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or hereinafter may be amended. Distribution consistent with this Article shall be made pursuant to a plan formulated and approved pursuant to Alaska Statutes, as applicable. The Council's donation(s) shall, if not specified at the time of dissolution, be made to the Federation of Community Councils, or current Municipal contractor, for Community Council use.

Date Approved: November 10th, 2014



President
Daniel George



Vice-President
Diane Mead



Treasurer
Melissa Houston



Secretary
Lynelle Davis