

# **Airport Heights Community Council Bylaws**

Adopted July 18, 1985  
Revised and adopted October 15, 1998  
Revised and adopted January 20, 2000  
Revised and adopted December 18, 2008  
Revised and adopted October 16, 2014

## **ARTICLE I. NAME**

The name of this organization is Airport Heights Community Council, hereinafter “Council.”

## **ARTICLE II. BOUNDARIES**

A. The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-11), and appropriate associated map listed under Section 2.40.040 of the Anchorage Municipal Code 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 Section 2.40.040 of the Anchorage Municipal Code. The findings of the boundary review are communicated to the Planning and Zoning Commission and to the assembly for final review and approval; community council boundary amendments adopted by Anchorage Municipal Code are hereby incorporated by reference and described in B of this article.

B. The Airport Heights Community Council includes the area bound on the East by Bragaw Street; on the South by Northern Lights from Bragaw to the South Fork of Chester Creek, north along the South Fork to the confluence with the Middle Fork of Chester Creek, west along Chester Creek to the western boundary of Sitka Park; north along the western boundary of Sitka Park to 15th Avenue, east to its intersection with Sitka Street, north on an imaginary line to its intersection with Fifth Avenue; and on the North by Fifth Avenue/Glenn Highway to its intersection with Bragaw Street.

## **ARTICLE III. DESCRIPTION**

The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 18 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 Chapter 2.40 of the Anchorage Municipal Code. 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**

A. In addition to those set out in Section 2.40.020 of the Anchorage Municipal Code, the purpose of this Council is to provide a direct and continuing means of citizen participation in

local affairs and to afford citizens an opportunity for maximum involvement in neighborhood and community concerns and self-determination in such matters. The Council is not a branch or a layer of government; the Council is not a regulatory or a legislative body; the Council is politically non-partisan.

B. The Council shall maintain credibility of its officers and members by:

1. Listening to, but not giving preferential treatment to special interest groups;
2. Providing to anyone information available to the Council;
3. Disclosing any conflict of interest concerning an issue before the Council; “conflict of interest” includes any potential gain, whether personal, financial, or political;
4. Not intentionally misrepresenting or not representing a cross-section of opinion;
5. Representing the minority as well as the majority opinion on issues before the Council.

#### **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 Section 21.01.080 of the Anchorage Municipal Code and listed in Table 21.0101;
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 Section 2.40.060 of the Anchorage Municipal Code;

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 that 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. 1055.030, 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. 25.30.025E, 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;

G. Participate in the community meeting process under Section 21.03.020.C of the Anchorage Municipal Code when the notice from the developer is timely.

## **ARTICLE VI. MEMBERSHIP**

A. Any person of legal voting age (18) or older is eligible for membership providing that person is a homeowner, resident, or tenant residing within the boundary described in article II. Further, there shall be a single vote conveyed to an individual who is a non-resident property owner or owner of a business. A business, non-profit, or government entity physically located within the boundary shall designate a primary, and may designate an alternate, representative to represent its interest within the Council. Membership lists maintained in accordance with these bylaws may only be used for Council business. Businesses 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 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 Section 2.40.030 of the Anchorage Municipal Code, non-resident property owner, business owner, and non-profit 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 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 general membership meetings per year, with one meeting occurring in each calendar quarter, and one which shall be the annual meeting for purpose of electing officers. The annual meeting shall be held in October. All meetings shall be open to the general public. A quorum for all membership meetings shall be 10 members as described in Article VI.

B. Special meetings of the membership may be called by the President, the Executive Board, or by written petition of 10 council members delivered to any officer, to address council business, including accommodation of community council responsibilities under Section 21.03.020.C of the Anchorage Municipal Code.

C. 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.

D. 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 schools, libraries, and shopping centers. 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.

## **ARTICLE VIII. VOTING**

A. Each member as defined in Article VI shall have one vote. If a single individual possesses several kinds of property or businesses within the definition of member in more than one category, that individual shall still have just one vote. Non-profits and businesses shall have one

vote each. Non-profit, business, 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 member must be present at the time of the vote to cast a vote. Proxy voting is not allowed.

C. Any vote may be challenged. The member attendance roster 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**

### **Section 1. Officers**

The officers shall be President, Vice President, Secretary/Treasurer, and two Members-at-Large. The officers, standing committee chairs, and immediate past president shall constitute the Executive Board.

### **Section 2. Election**

Elections shall take place at the annual meeting in October. All officers shall be elected for a one-year term and must be qualified members of the Council as defined in Article VI.

### **Section 3. Duties of Officers**

A. **The President.** The president shall:

1. Be the principal presiding officer and shall in general supervise the affairs of the Council and ensure that these bylaws are followed and enforced;

2. Establish the meeting agenda in consultation with other board members;

3. Ensure that a voting delegate attends each monthly Federation of Community Councils Board meeting;

4. If the secretary-treasurer is unable to do so, monitor all grants received by the Council and ensure that each grant is administered in accordance with the guidelines of the grant.

B. **The Vice President.** The vice president shall:

1. Act as parliamentarian for each meeting but will be allowed to exercise the vice-president's right to vote, except on issues that the vice president has made a ruling as parliamentarian;

2. Keep a sign-in log with the name, address and phone number of each person who attends a meeting, which will be turned over to the secretary at the end of each meeting;

3. Assume the duties of president when the president is absent.

**C. The Secretary-Treasurer.** The secretary-treasurer shall:

1. Ensure that copies of these bylaws are available for review and distribution at every council meeting;

2. Maintain and report the minutes of all meetings;

3. Send a copy of all minutes to the Community Councils Center;

4. Ensure proper distribution of meeting notices and agenda;

5. Be responsible for maintaining records and preparing correspondence for the Council;

6. Maintain the membership/attendance sheets of meetings;

7. Maintain and be solely responsible for all funds of the Council and, between meetings, report the status of the funds to the Executive Board upon request;

8. Make disbursements as necessary upon the authorization of the Council;

9. Monitor all grants received by the Council and ensure that each grant is administered in accordance with the guidelines of the grant;

10. Report at each membership meeting all receipts and expenditures for the preceding month, including a statement of current balance of funds.

**D. Members-at-Large.** The members-at-large shall;

1. Coordinate and supervise special committees as necessary;

2. Assist with Council development and membership participation.

**E. All officers** shall perform all the duties described in these bylaws as well as other incidental duties as from time to time may be necessary.

**Section 4. Resignations, Vacancies, or Removal of Officers or Committee Chairs**

A. A resignation must be made in writing.

B. Three consecutive, unexcused absences from general membership meetings by an officer or committee chair shall constitute a vacancy.

C. An officer or committee chair of the Council may be removed for violation of the Council's bylaws as follows.

1. Written notice of the violation must be given by a member of the Council to the Executive Board and the officer or committee chair being considered for removal at least 15 days before the general membership meeting when a vote of confidence is to be taken;

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

3. A two-thirds vote of the Council members present and voting at that meeting is required for removal of an officer or committee chair who has violated the bylaws.

D. Any vacancy may be filled by the membership at the next general membership meeting, unless the vacancy occurs within two months of the October annual meeting. In that event the vacancy shall be filled through the normal annual election process.

## **ARTICLE XI. EXECUTIVE BOARD**

A. The executive board, as defined in Article X, Section 1, shall meet at the call of the president or any three executive board members.

B. The executive board is delegated to make decisions and speak on behalf of the Council, when the general membership is unable to meet in a timely manner to make the decision. The executive board shall keep the membership informed of important matters and shall report all actions taken at the next general membership meeting.

C. A quorum for executive board meetings shall be three.

## **ARTICLE XII. COMMITTEES**

### Section 1. Formation of Committees

A. Committees may be established by a vote of the Council at any time for whatever purpose deemed necessary. The nature and duties of the committee established will be determined by the Council.

B. Chairs will be appointed by the president, in consultation with the other officers. All committee chair appointments will expire at the October annual meeting. New chair appointments or reappointments will be made in accordance with this article.

## Section 2. Standing Committees

The standing committees of the Council are Zoning, Traffic, and Parks and Beautification. The chairperson of each standing committee is a member of the executive board.

## Section 3. Special (Ad Hoc) Committees

The nature, duties, and term of each special committee will be determined by the Council.

## Section 4. Nominating Committee

A. The nominating committee shall consist of three Council members appointed by the executive board. Nominating committee members may not run for office while serving on the committee.

B. The nominating committee shall develop a slate of candidates and report to the Council at the annual meeting. The nominating committee, in conjunction with the executive board, shall be responsible for Council-wide notification of the annual meeting, including the meeting agenda and a slate of candidates, whenever possible.

## **ARTICLE XIII. AIRPORT HEIGHTS COMMUNITY BUILDERS**

A. There shall be a special organization of the Council named Airport Heights Community Builders (AHCB). The AHCB mission is for its members to join together to ensure the safety and well-being of the people who reside within the boundaries of the Airport Heights Community Council.

B. The AHCB shall operate in accordance with its Rules of Operation and for the purposes set out in those rules. Once the Council has received and approved the Rules of Operation, the AHCB will be officially activated and a copy of the approved rules will be attached to these bylaws. The AHCB operates under the auspices of the Council but the Council and its officers may not be held liable for any actions of the AHCB.

C. Annually, the AHCB shall submit a financial report to the Council. Any fundraising or grant seeking activities of the AHCB shall be pre-approved and administered by the Council. Any fundraising or grant seeking activities of the AHCB shall be presented in concept form to the Council at a general meeting, but no final action will be given until the AHCB presents a final written proposal for fundraising or fully completed grant application to the executive board. After review, the executive board will submit its recommendation for approval or disapproval to the Council for final action. Any approved fundraising plan grant shall be administered by the Council. To expedite the process, the AHCB may submit a final written proposal for fundraising or fully completed grant application to the executive board without prior presentation to the Council.

## **ARTICLE XIV. FINANCES**

- A. Funds collected by the Council shall be deposited into a special account at an established bank with the secretary-treasurer being responsible for all deposits and accountings.
- B. The Council may receive voluntary gifts, grants, contributions, or in-kind donations from members or others to meet the cost of operations and special events.
- C. The Council shall have the authority to sign all checks and make all withdrawals with the secretary-treasurer and one other officer being required to sign each check or withdrawal.
- D. A financial report signed by the secretary-treasurer and president showing all receipts and expenditures shall be made at the annual meeting in October.
- E. Any fundraising or grant seeking activities of any committee of the Council shall be presented in concept form to the Council at a general meeting, but no final action will be given until the committee presents a final written proposal for fundraising or fully completed grant application to the executive board. After review, the executive board will submit its recommendation for approval or disapproval to the Council for final action. Any approved fundraising plan grant shall be administered by the Council. To expedite the process, a committee may submit a final written proposal for fundraising or fully completed grant application to the executive board without prior presentation to the Council.
- F. With the approval of the executive board, the Council may contract with another legal entity to administer any grants received by the Council as long as the contract provides for oversight of the disbursement of the grant funds by the secretary-treasurer of the Council.

## **ARTICLE XV. AMENDMENTS**

These bylaws may be revised, amended, or repealed by a two-thirds vote of the members present at a general or special membership meeting if at least 15 days written and mailed notice is given of the intention to revise, amend, or repeal bylaws at that meeting. The notice must include a statement of the articles to be changed and the reason and, if the bylaws are to be revised, a copy of the proposed bylaws must be made available to members on the Council's website, by email or by hard copy, upon request.

## **ARTICLE XVI. PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order, Revised, shall apply in all instances, matters and proceeding not covered by these bylaws.

## **ARTICLE XVII. 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 for that purpose, or by mail ballot. If the Council is dissolved by law or by this article, the Council's property including

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 non-profit organization if designated in the dissolution action.

**AIRPORT HEIGHTS COMMUNITY BUILDERS  
RULES OF OPERATION**  
for the  
**AIRPORT HEIGHTS COMMUNITY BUILDERS COMMUNITY PATROL**  
**(AHCB Community Patrol)**

Article XIII of the Airport Heights Community Council Bylaws provides for a special organization of the council named Airport Heights Community Builders (AHCB) whose mission is for its members to join together to ensure the safety and well-being of the people who reside within the boundaries of the council. There are several ways in which this mission may be accomplished, such as through welcoming new neighbors, safe homes, trail watch, emergency watch, and neighborhood crime watch programs. Another way is by establishing an Airport Heights Community Builders Community Patrol (AHCB Community Patrol).

In accordance with the council bylaws requirements, this document is to establish Rules of Operation for the AHCB Community Patrol. Once adopted by the council, this document will be attached to the bylaws.

The Airport Heights Community Builders Community Patrol is to be the eyes, voice, and ears for the Airport Heights Community Council and its residents. As a community we are welcoming and respectful of all individuals. We celebrate the diversity and unique qualities that each member of our community brings to our collective experience.

To ensure these values are respected in our community patrol effort, when reporting, patrol members must use a standard form of reporting that includes:

*Physical description:* Approximate height, weight or build, hair color, eye color, race/ethnicity, age, and color and style of clothing,

*Mode of transportation:* On foot, by bike, by car or truck, to include color and style and when possible license plate for vehicles,

*Type of activity:* Vandalism, theft, suspicious activity (shining lights in cars or home windows, etc.), consumption or sales of drugs or alcohol,

*Time of day:* as specific as possible to the time of day,

*Location:* As specific as possible to the location (in the home, front yard, back yard, alley, etc.).

**To be a member of the Airport Heights Community Builders Community Patrol a person must**

1. Be 21 years of age,
2. Have a valid ADL and auto insurance, as the driver, doing vehicle patrolling,

3. Be able to show a clear and clean background check (NCIC & APSIN) by the Anchorage Police Department or Alaska State Troopers,
4. Complete the “Ride-A-Long Program with the Anchorage Police Department or other similar APD program, and
5. Be a resident or business representative of the Airport Heights Community Council, the area in which the person will patrol and be willing to patrol in all areas within the boundaries of the council.

### **Community Patrol Member Procedures, Powers, and Duties**

1. There will be a Community Patrol Coordinator who is responsible for maintaining an active roster of patrol members, including contact information, vehicle information, proof of insurance, patrol scheduling, and copies of all required training certificates. The coordinator will also serve as the first point of contact if any issue arises.
2. A mobile patrol should consist of at least two patrol members (driver and observer). The bike and foot patrols should consist of at least two members.
3. Patrol members may not patrol without communication (two-way radio or cell phone). The patrol coordinator must be kept informed of all activities while members are on patrol.
4. Patrol members may not drink alcohol or consume illegal substances within the eight-hour period of reporting for and going on duty. Patrol members may not report for duty intoxicated or under the influence of drugs or medication.
5. Patrol members may not carry firearms, night sticks, mace, or other offensive weapons but may carry flash lights or pepper spray.
6. A patrol member’s duty is to deter crime by being highly visible in marked vehicles with signs, patrol jackets, hats, or some other highly visible way to identify the patrol member to the public.
7. A patrol member may not enforce the law if by doing so places the patrol member in danger by having direct contact with a suspect. The visible presence of the patrol member should be the deterrent for most suspicious or criminal activity.
8. Patrol members do not possess police powers, cannot make an arrest, and must not confront, attempt to apprehend, or arrest a suspected criminal.
9. Patrol members must obey the law at all times.

10. A patrol member is to be a
  - \*passive crime fighter,
  - \*high visibility mobile crime deterrent,
  - \*vigilant observer,
  - \*good witness,
  - \*thorough and accurate report writer.

The Airport Heights Community Builders Community Patrol's responsibility is to report suspicious or criminal activity, help citizens in emergencies, educate the community about public safety, and to assist the Anchorage Police and Fire Departments, other law enforcement agencies, and area neighbors for a safe, drug and crime free, healthy community.

THESE RULES OF OPERATION WERE APPROVED by the Airport Heights Community Council on December 17, 2015 by a vote of: FOR 14, AGAINST 0, ABSTAIN 1 and amended on October 20, 2016 by a vote of: FOR 14, AGAINST 0, ABSTAIN 1 and amended November 17, 2016 by a vote of: FOR 14, AGAINST 0, ABSTAIN 0.

Approval is granted on the condition that the implementation of the Airport Heights Community Builders Community Patrol will not occur until membership qualifications of patrol member have been completed and that the AHCB Community Patrol complies with all the requirements set out above.