



BEAR VALLEY COMMUNITY COUNCIL BYLAWS

As amended January 3, 1996, April 2, 2003, May 12, 2004,
May 10, 2006, May 14, 2008, November 11, 2009, and October 8, 2014

ARTICLE I: NAME

The name of this organization shall be Bear Valley Community Council (BVCC), hereinafter referred to as the "Council".

ARTICLE II: BOUNDARIES

The Bear Valley Community Council boundaries were amended as passed and approved by the Assembly on July 22, 2003 pursuant to AO2003-75, known as the *Community Council Redistricting Ordinance of 2003*. Specific community council maps depicting the Bear Valley Community Council boundaries were prepared by the Department of Planning and are referred to in AO 2003-75 as Map 9 – Hillside Anchorage, Map 9a – Hillside Section 36/Bear Valley Elementary Vicinity, and Map 12, Anchorage Bowl Community Council Districts.

ARTICLE III: DEFINITION

The Bear Valley Community Council is a non-profit, voluntary, self-governing association composed of residents 18 years of age or older, non-resident property owners, business owners, and representatives from non-profit associations and other entities located within the council boundaries who meet the qualifications of membership as outlined in Article VI of these bylaws and municipal code chapter 2.40. The Council is not a branch or layer of government. The Council is not a regulatory or legislative body. The Council shall not endorse any candidate for local, state or federal elected office.

ARTICLE IV: PURPOSE

The purpose of this Council is to call forth from Bear Valley residents, participation enabling them to address local issues and to empower them to communicate about and resolve these issues in an efficient, workable, effective manner.

ARTICLE V: FUNCTION

The Bear Valley Community Council has a policy and practice of open membership, which encourages participation of persons from all segments of the community. The Council has a continuing obligation to remain, in the opinion of the Anchorage Assembly, representative of the residents of the district. As a representative Council, Bear Valley has 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, any inconsistencies with the plan and its adopted elements 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 within the Council's geographical boundaries 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 regard to enforcement of existing laws or ordinances; pursuit of rights under existing rights and ordinances; desired or opposed changes in or additions to laws or ordinances; or any matter of policy regulation;
- C. Respond to local government proposals submitted to the Council pursuant to municipal code 2.40.60;
- 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. Intentionally misrepresenting or non-representing a cross section of opinion;
 - 4. Non-representing a minority in addition to a majority opinion; and
 - 5. Attempting personal financial or political gain;
 - 6. In determining whether No. 1 through 5 above have been transgressed, the following test shall be applied:
 - a) Is it the truth?
 - b) Is it fair and beneficial to all concerned?
 - c) Will it build good will and better friendship?
- F. Educate local citizens with information concerning area issues and maintain an effective communication system to continue that education;
- G. Solicit items of concern to Council members and generate public interest and participation in community matters originating within the Council area and encourage opinions to be discussed, albeit, concisely;
- H. Publicize widely within the community all Council activities and results of those activities;
 - 1. By maintaining a website or a bulletin board and suggestion box;
- I. Keep written records of all Council proceedings;
- J. Maintain copies or cassettes of all Council minutes for posting to a website and for community inspection at the Community Councils Center;
- K. Inform the Municipal Assembly of Council actions and concerns;

ARTICLE VI: MEMBERSHIP

- A. Any person 18 years of age or older whose primary place of abode (tenant, resident homeowner or family members) is within the Council's geographical boundaries is eligible for membership. If more than one qualifying resident share the same habitual, physical dwelling address, each may be a Council member. Alternate designations for resident membership shall not be recognized.
- B. Real property owned by non-residents, business, corporations, and partnerships or for profit and nonprofit organization located within the Council area, are single memberships, and shall have a designated primary representative, and may have a designated alternate representative. Each shall be entitled to one voting membership. A member representing such a group must be designated by the parent organization. Business owners and nonprofit organizations must possess one or more of the following: A valid Alaska business license; a valid Alaska professional license; a valid incorporated status under Alaska law; or Tax exempt status under federal law. Non-resident property owners shall be the owner of record.
- C. A person is a voting member upon fulfilling the requirements set forth in paragraph A and appearing at a scheduled meeting and signing as a registered member. The member attendance roster shall be used only for council business;
- D. A person is a registered member immediately after signing the membership-voting register available at every council meeting;
 - a. Membership dues are voluntary and shall be \$5.00 annually. Dues may be paid at any general membership meeting. Membership, participation, and voting privileges shall not be predicated upon payment.

ARTICLE VII: MEETINGS

- A. Regular meetings of the council will be at least four times in a calendar year and at least once each calendar quarter. Annual election of officers shall take place at the October meeting. Any general membership meeting at which a quorum of members has not assembled within thirty minutes of the announced starting time for the meeting is deemed canceled. At the wish of those members present, a meeting may be conducted as in informal meeting of members only and not as a meeting of the Community Council.
- B. Special meetings of the general membership may be called by the officers or by written petition of ten (10) Council members delivered to any officer.
- C. Minutes shall be taken or recording shall be made available at all regular and special Council meetings, and shall be made available on the Council website.
- D. After consulting with the officers, the Council Chair shall establish the meeting agenda.

- E. Notices required:
 - 1. Whenever possible, the agenda shall be posted online at least seven (7) days in advance of the meeting in such public locations as a website, schools, and Community Bulletin Board. The agenda may be submitted to the Federation of Community Councils for electronic distribution.
 - 2. The meeting date and time may be submitted to a newspaper as a public service announcement.
 - 3. Each meeting agenda shall be sent or emailed to all members registered within the last 12 months, minimum (7) days prior to meeting.
 - 4. Meetings where annual elections take place: public notice should be done through newspapers, publications, school distribution, and other adequate means (such as area-wide mailings to registered voters and posting to a website) to inform most, if not all prospective Council members. The agenda may be submitted to the Federation of Community Councils for electronic distribution.
- F. The elected Council officers or their designee shall be responsible for publications of these advance notices.
- 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. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws, but meetings shall be as informal as the number of participants will allow.
- I. A quorum of seven (7) members must be present to conduct a meeting.

ARTICLE VIII: VOTING

- A. Any member of the Bear Valley Community Council as defined in the preceding Articles shall have one vote. Even if a single individual possesses several kinds of property or businesses within the definition for membership qualification, they shall still have just one vote;
- B. Each registered member must be present in person at the time of the vote in order to cast a vote. There will be no proxy voting;
- C. In order to be eligible for voting, the member, as defined in ARTICLE VI, must have attended one meeting in the preceding 12 months prior to that vote. Prior attendance is demonstrated by the meeting and member attendance roster.

- D. In order to be nominated for office, the member, as defined in ARTICLE VI, must have attended two meetings in the preceding 12 months prior to that vote. Prior attendance is demonstrated by the meeting and member attendance roster.
- E. In order to vote on Bylaw revisions, the member, as defined in ARTICLE VI, must be a registered member present at the time of the vote in order to cast a vote. Registered member is demonstrated by the meeting and member attendance roster.
- F. Any vote may be challenged and the membership voting register shall serve as the official list of eligible voters.

ARTICLE IX: VOTE REPORTING AND OFFICIAL CONTACTS

- A. Two members shall be charged with written communication or verbal testimony of any Council vote to the appropriate party. The communication must include:
 - 1. The date, type of meeting (general, special, executive) when vote was taken, and, if at any non general meeting, how this meeting was advertised;
 - 2. How the vote was arrived at such as by a meeting, telephone poll, and/or survey, and if by ballot, by outcry, or otherwise;
 - 3. A clear statement of the question voted on;
 - 4. The number of voting 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 the vote; and
- B. Copies of all such communications shall be read as part of the minutes at the next general membership meeting following the sending of a letter, presentation of public testimony or other communication, and shall be attached and presented as part of the minutes;
- C. Written or oral responses to such communication, as well as any contact by a government official with a Council official concerning Council affairs, shall also be reported as old business at the next meeting following receipt or the same 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. No member shall communicate concerning or represent to any governmental agency or group any position of the Community Council on which the Council has not voted.

ARTICLE X: OFFICERS

Section 1. Officers:

The officers of the Council shall be the Council Chair, Vice-Chair, Secretary, Treasurer, and three (3) Members-at-Large. The officers shall comprise the Executive Board. All Council Officers shall be elected or appointed in accordance with Section 2 or Section 4 of Article X. All Council officers with financial or fiduciary responsibility must be 18 years old at the time of service.

Section 2. Election:

- A. Elections shall take place annually at the October meeting. The newly elected officers shall commence serving immediately after the election is concluded.

- B. The terms of office for the Council Chair, Vice-Chair, Treasurer, Secretary, and At-Large shall each be for one year. In the event that for any reason, election of officers, or of any officer, does not occur at the October meeting, then the election shall be continued to each subsequent general membership meeting until an election is concluded. Notice of the election shall be given as provided in Article VII E, and shall be published as part of the agenda in the newsletter.

- C. The Secretary may have an assistant.

Section 3. Duties of Officers:

A. **The Council Chair.** The Council Chair shall:

- 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 the meeting agenda.
- 3. The Council Chair shall ensure that a monthly or periodic and timely newsletter is published, informing area residents of events of the past meeting and other events of significance to the community. The newsletter shall include an agenda for the forthcoming meeting and shall meet the notice requirements of Article VII, E.
- 4. Maintain a master community contact database.

B. **The Vice-Chair.** The Vice-Chair shall:

- 1. Be a mediator or facilitator for each meeting.
- 2. Keep a member register and sign-in log with the name, address, and phone number of each person who attends a meeting. This log is to be turned over to the secretary at the end of each meeting.
- 3. Assume the duties of Council Chair when the Council Chair is absent.
- 4. Attend each meeting of the Federation of Community Councils (FCC) as Council Representative and report to the Council on the activities of the FCC.
- 5. Sign all checks and sign for bank withdrawals as one of the two officers whose signatures shall be required for authorized disbursement(s) of any funds from the Council financial account(s). Authorized disbursements are those that have been approved by the Council and pertain to Council activities.

C. **The Secretary.** The Secretary shall:

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. Be responsible for posting copies of the minutes to the Community Council Centers web page for BVCC.
4. Endure proper distribution of meeting notices and agenda.
5. Be responsible for maintaining records and doing correspondence of the Council.
6. Keep custody of the membership-voting register and ensure it is available at every Council meeting.
7. Keep a log, cassette or video recording of every meeting.

D. **The Treasurer.** The Treasurer shall:

1. Have charge and custody of, and be responsible for all funds of the Council.
2. Make disbursements as necessary upon the authorization of the Council.
3. Report at each membership meeting all receipts and expenditures for the preceding month, including statements of the current balance of funds.
4. Maintain a list of members who have paid their annual dues.
5. Sign all checks and sign for bank withdrawals as one of the two officers whose signatures shall be required for authorized disbursal(s) of any funds from the Council financial account(s). Authorized disbursals are those that have been approved by the Council and pertain to Council activities.

E. **The Members at Large.** Members-at-Large shall:

1. One Member-at-Large officer shall attend each meeting of the Homeowners and Landowners Organization, Inc. (HALO) as Council Representative and report to the Council on the activities of HALO.
2. One Member-at-Large officer shall serve as information liaison between the Council and the Municipal Assembly and shall inform the council concerning forthcoming Assembly agenda items, which may be of interest to Community Council members.
Attendance at Assembly meetings is expected.
3. One Member-at-Large officer shall serve as a coordinator of any committees formed in accordance with Article XI and will periodically inform the council about the status of committee activities.

Section 4. Resignations, Vacancies, and Removals:

- A. Resignations shall be made in writing.
- B. Absences – Any officer absent from three (3) consecutive meetings may be removed from office at the third meeting and an election scheduled for the next meeting to fill the vacancy.
- C. Any officer of the Council may be removed for violation of the Council's rules.

1. Written notice must be given by a voting member or voting members to the officer being considered for removal and to the remaining elected officers. The notice must be given at least fifteen (15) days before the general membership meeting at which time the vote on removal will take place. Removal may not take place at a special meeting. The written notice shall be included in the monthly newsletter and shall meet the notice requirements of Article VII, E.
2. The agenda for the general membership meeting at which time a vote on the removal of the officer shall be taken must provide reasonable time for a presentation of arguments for and against removal of the officer.
3. Removal may not occur unless two-thirds (2/3) of the voting members at the general membership meeting vote affirmatively for removal of the officer. The requirement of a quorum may not be waived.

ARTICLE XI: COMMITTEES

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

ARTICLE XII: FINANCES

- A. Funds collected by the Council shall be deposited into a special account at an established bank with the Treasurer being responsible for all deposits and accountings.
- B. The Council shall have the authority to sign all checks and make all withdrawals. The Treasurer shall have authority to sign on behalf of the Council for all withdrawals and checks up to \$100 per project; executive committee approval is required for expenditures of over \$100 per project. If the Treasurer is not available the Chair shall sign the check or withdrawal in place of the Treasurer.
- C. A financial report signed by the Treasurer and the Chair showing all receipts and expenditures shall be made yearly prior to the election of new officers.

ARTICLE XIII: AMENDMENTS

These bylaws may be altered, amended or repealed by two-thirds vote of the members present at a general or special membership meeting if at least fourteen (14) days written and mailed notice is given of the intention to alter, amend or repeal Bylaws at such a meeting. The notice shall include a statement of the articles to be changed and the reason.

ARTICLE XIV: DISSOLUTION

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

Adopted October 8 2014.

