NORTHEAST COMMUNITY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Northeast Community Council, hereinafter referred to as the “Council” or “NECC”.

ARTICLE II: BOUNDARIES

The Council’s western boundary is Boniface Parkway; the southern boundary is Northern Lights Boulevard; the eastern and northern boundaries to the military installation Joint Base Elmendorf Richardson (JBER).

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-11), and appropriate associated map listed under municipal code §2.40.040 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 municipal code §2.40.040. The findings of the boundary review are communicated to the Planning and Zoning Commission and to the Assembly for final review and approval.

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 nonprofit organizations who meeting 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, ballot proposition, or initiative, at the local, state or federal level.

ARTICLE IV: PURPOSE

The purpose of the 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 method for receiving opinions, needs, desires and recommendations of residents and groups; and local governing bodies an improved basis for decision-making and assignment of priorities for all programs affecting community development and individual wellbeing.
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 municipal code §21.01.080 (Comprehensive Plan) and listed in Table 21.01-1 (Comprehensive Plan Elements); and
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 municipal code §2.40.060 (Municipal Responsibilities to Community Councils);

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 by, but not limited to,
   1. Special interest groups;
   2. Information withholding;
   3. Attempts toward personal, financial or political gain;
   4. Intentional misrepresentation or non-representation of a cross-section of opinion; or
   5. Misrepresentation or non-representation of a minority in addition to the majority opinion;

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;

H. Publicize within the community all Council activities and results of those activities;

I. Keep written record of all Council proceedings;

J. Inform the Municipal Assembly of Council actions and concerns;

K. Make available information on all political candidates, issues, and ballot items and encourage increased voter participation;

L. Participate in the formulation of, and review and comment upon, all land use, and social and economic proposals which will have a significant impact on all or a substantial portion of community residents;

M. Receive and review notices to the Council from Municipal departments including, but not limited to, 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; Other notices received from Municipal departments requiring input or action by the Council.

N. 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; and

O. Participate in the community meeting process under municipal code §21.03.020.C (Common Procedures for Review by Community Councils) when the notice from the developer is timely.

ARTICLE VI: MEMBERSHIP

A. 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 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.

B. 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. Property owners shall be the owner of record.

C. 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. A business or nonprofit organization located within the boundaries described in Article II of these bylaws may hold only one membership (see VIII.A) for voting purposes. A senior officer of the organization or the non-resident property owner shall provide to the Council a written designation of their representative before that individual will be recognized by the Council as a voting member. Non-resident property owners must possess proof of property ownership. Business owners and non-profits 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.

D. Any person who qualifies under section 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.

E. 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 eight (8) general membership meetings per calendar year and at least one meeting quarterly. Special meetings of the membership may be called by the President, or the Executive Board, or by written petition of 10 council members delivered
Northeast Community Council Bylaws

B. All meetings shall be open to the public. 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.

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. After consulting with the Officers and Executive Board the President shall establish the meeting agenda.

E. The Executive Board or their designees shall be responsible for publication of these advance notices. Notices required:
   1. Whenever possible, the agenda shall be posted at least seven (7) days in advance of the meeting. The meeting date and time may be submitted to the media as a public service announcement.
   2. For meetings where annual elections take place, public notice should be done through adequate and free print or electronic means to inform most, if not all, prospective council members.

F. Ten (10) members of the general membership including two (2) executive board member shall constitute a quorum, and no business may be conducted at a general membership meeting unless a quorum is present and voting.

G. Robert’s Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws, acknowledging that strict adherence may not be desirable for a neighborhood advocacy group such as the Northeast Community Council.

H. The Executive Board may meet prior to each General Meeting to set an agenda for the meeting, but a quorum of the Executive Board must be present to conduct other business besides setting the agenda. A quorum will consist of at least 51% of the members of the Executive Board. Vacant seats will not be counted as part of the quorum equation.

I. Special meetings of the Executive Board may be called by the President, or by a majority of the Board upon 24 hour notification of all Board members;

J. A resolution brought before the Council that is not related to an item on the published agenda shall be voted on no earlier than the next regularly scheduled General Membership Meeting following the meeting at which the resolution is introduced and read.

K. The Agenda shall include Executive Board members names, contact information, and term. A list of standing committees shall also be published on the agenda. Community Concerns shall be listed on the agenda for the express interest of the Council to be given the floor to discuss events and concerns of community affairs with no motion or resolutions allowed.

ARTICLE VIII: VOTING

A. Any member of the Council as defined in Article VI shall have one vote. If a single individual possesses several kinds of property or businesses within the definition for membership qualification, or meets the definition of member in more than one category, he/she shall still have just one vote. Resident members that are representatives of Non-profit associations, business owners, and non-resident property owners shall still only have a single vote. Persons may be a member of more than one community council if they qualify for membership.
B. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.

C. The opinion of an absent member on a voting issue may not be stated at a meeting during discussion of the proposed issue to be voted upon.

D. Any motion the subject of which was not printed in the published agenda (prior to the meeting) shall not be voted on until the next meeting unless it is a matter of urgency to the council.

E. A motion to reconsider any vote must be made immediately after the vote to be reconsidered.

**ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS**

A. 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. The communication must include:

1. The date, type of meeting (general, special, executive), and when vote was taken;
2. A clear statement of the question voted on;
3. The number voting “yes”, the number voting “no” and the number abstaining.
4. Written or oral communication or any contact by a government official with a Board Member concerning Council affairs, shall be reported as Old Business at the next regular general membership meeting and shall be summarized in the minutes.
5. In public testimony, no officer or member shall commit the Council to a position not previously voted on by the membership.

**ARTICLE X: EXECUTIVE BOARD**

Section 1. Executive Board

The Executive Board will be nine (9) persons elected by and from the membership at large. There will be three (3) persons elected per year to serve three (3) year terms. Seat A, B and C will expire in 2018; seats D, E, and F will expire in 2016; and seats G, H, and I will expire in 2017, and every three years thereafter. Board members may not be of the same household.

Section 2. Elections

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

B. Council members must have attended three of the previous six general meetings in order to be eligible to be an Executive Board member.

C. Executive Board Members shall be elected by majority vote.

Section 3. Number of Executive Board Officers

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

Section 4. Duties of Board Members

A. President:
   1. Act as the principal presiding officer and shall, in general, supervise the affairs of
      the Council;
   2. Ensures that these bylaws are followed and enforced;
   3. Establishes meeting agenda in coordination with the Executive Board;
   4. Act as the spokesperson for the Council.

B. Vice-President:
   1. Greets member and guests and provides orientation of newcomers at general
      meetings;
   2. Keeps a sign-in log with the name, address and telephone 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. Assumes the duties of President when the President is absent.

C. Secretary:
   1. Ensures that copies of these bylaws are available for review and distribution at
      every Council meeting;
   2. Keeps and reports the minutes of all meetings;
   3. Ensures proper distribution of meeting notes and agenda;
   4. Is responsible for maintaining records and doing correspondence of the Council at
      the discretion and direction of the President; and
   5. Keeps custody of membership voting register (sign-in log).

D. Treasurer:
   1. Keeps charge and custody of, and is responsible for all funds of the Council;
   2. Makes disbursement as necessary upon the authorization of the Executive Board;
      and;
   3. Reports in writing at each membership meeting all receipts and expenditures for
      the preceding month(s), including statement of the current balance of funds.

E. Parliamentarian:
   1. Advises the President on matters pertaining to Robert’s Rules of Order and
      parliamentary procedure.
   2. Keeps a copy of the current bylaws for reference.

F. Board Members:
   1. Advise the President and serve on committees or in assignments as assigned by
      the President.

Section 5. Removal, Resignation, Vacancies

A. Vacancies shall be filled by appointment by the President with the approval of the
   Executive Board. The appointed replacement will serve for the remainder of the vacated
   term.

B. Resignations shall be made in writing.
C. Three (3) absences from any five (5) consecutive meetings (Executive Board meetings and monthly general membership meetings), by a Board member may constitute a vacancy.

D. A Board Member may also be removed for due cause.

E. Any Officer or Board Member of the Council removed for violation of the Council’s rules or for due cause must be removed using the following the procedures:
   1. Notice of cause must be presented to the President either in writing or by announcement at the Executive Board Meeting.
   2. The Executive Board will decide by a majority vote whether to bring the removal before the general Council.
   3. If approved to bring in front of the Council, written notice must be given to the Board Member being considered for removal at least fifteen (15) days prior to the general membership meeting.
   4. Provisions must be made on the agenda for presentation of the allegations and to allow the accused an opportunity to present his/her defense.
   5. A two-thirds (2/3) vote of the Council members present and voting at the general meeting is required for an Officer or a Board Member to be removed.

ARTICLE XI: COMMITTEES

Committees may be established by the Executive Board, President, or Community Council at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the Executive Board.

Standing Committees are:

- Alcohol Committee
- Bylaws Committee
- CIP Committee
- Parks Committee
- Trails Committee
- Picnic Committee

At the May general membership meeting a list of all standing committees and their chairperson(s) shall be reviewed and confirmed.

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. Disbursements by check over fifty dollars ($50) must have two signatures; the Treasurer and one other Executive Board Officer. All cash withdrawals must be approved by the Executive Board.

C. A financial report signed by the Treasurer and the President and a person approved by the Membership showing all receipts and expenditures shall be made yearly to the Council prior to the election of new officers.

D. Authorization of the membership is not necessary to disburse funds raised for specific Council projects, or government grants directed to the Community Patrol, or specific Council projects.
E. The Council may receive in-kind contributions, gifts, or grants with the approval of the Board.

ARTICLE XIII: AMENDMENTS

Proposed bylaws changes must be noticed and discussed at a minimum of one General 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. 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 XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by vote of two-thirds (2/3) of the members of the Council at a regular Council meeting, at a special meeting called for that purpose, or by mail ballot. Such action requires sixty (60) days written and distributed notice addressing the intentions and reasons for such dissolution. If the Council is dissolved by law or by this Article the Council’s property including, but not limited to, funds remaining in the Council treasury after all obligations are met, may be donated. The Council’s donation shall be made to a nonprofit organization designated in the dissolution action.

____________________________   ______________________________
President, Rick Irwin     Secretary, Stuart Grenier

Approval: ___Yes    ____No    ____Abstaining

Original (TBD)

Previously amended