

**MUNICIPALITY OF ANCHORAGE**  
**ASSEMBLY INFORMATION MEMORANDUM**

No. AIM 135-2015

Meeting Date: December 8, 2015

*Accepted 12/8/2015*

1 **From:** CHAIR OF THE ASSEMBLY  
2 **Subject:** Conforming Community Council Bylaws  
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4 In accordance with AO 2014-3(S) passed on February 11, 2014, the Municipal Clerk  
5 reports the following:  
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- 7 • *Chugiak Community Council* submitted its revised bylaws to the Municipal  
8 Clerk. After review by the Municipal Ombudsman, the bylaws have been  
9 returned to the Municipal Clerk's Office as conforming. The Municipal  
10 Ombudsman recommends these conforming bylaws be accepted by the  
11 Assembly, as attached.  
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14 Prepared by: Sierra R. Smith, Executive Administrative Assistant

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16 Approved by: Barbara A. Jones, Municipal Clerk

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18 Respectfully submitted: Dick Traini, Assembly Chair

# CHUGIAK COMMUNITY COUNCIL BYLAWS

## **Article I**     **NAME**

The name of this organization shall be the CHUGIAK COMMUNITY COUNCIL.

## **Article II**     **BOUNDARIES**

The Council's boundaries shall be as depicted in the Anchorage Municipal Code 2.40.090 Chugiak Community Council Maps. The maps are displayed on the Municipality of Anchorage website ([www.muni.org](http://www.muni.org)) and include:

- A. Map 1 -- Northern Chugiak-Eagle River;
- B. Map 2 -- Central Chugiak-Eagle River.

## **Article III**    **PURPOSE**

The Chugiak Community Council is a non-profit, voluntary, self-governing association organized to provide a direct and continuing means of citizen participation in local affairs. The Council exists to afford citizens an opportunity for maximum community involvement and self-determination. This Council is a non-partisan advisory body and 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;
- 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 IV**     **FUNCTION**

The Chugiak Community Council shall encourage participation of persons from all segments of the community. The Community Council has a continuing obligation to the residents in the district and shall fulfill that obligation by performing the following functions:

- A. In regard to plans that affect the community, including, but not limited to, the Chugiak-Eagle River Comprehensive Plan, the Chugiak Eagle River Long-Range Transportation Plan (CERLRTP), and the Municipality of Anchorage Areawide Trails Plan, the Council shall:

1. Conduct periodic reviews of the plans to determine their workability in this area and to advise municipal officials of, or suggest appropriate action regarding, proposed modifications or additions to the plans;
  2. Evaluate compliance with the plans, alert municipal officials to any noncompliance, and propose appropriate action.
- B. Assume leadership and propose action to:
1. Enforce existing laws and ordinances;
  2. Protect citizen's rights under existing laws and ordinances;
  3. Change or add to existing laws or ordinances;
  4. Modify or change policy or regulations affecting the members.
- C. Respond to local or state government proposals submitted to the Council.
- D. Assign a representative and an alternate representative from the Council to sit on the following municipal boards and report back to the Council:
1. Federation of Community Councils Board (FCC);
  2. Chugiak-Birchwood-Eagle River Rural Road Service Area Board (CBERRRSA);
  3. Eagle River-Chugiak Parks and Recreation Service Area Board (ERCPRSA).
  4. Chugiak-Eagle River Advisory Board (CERAB)
- E. Work with governmental entities, as well as with persons and groups outside the government, to accomplish local goals, including goals which may have an area-wide impact.
- F. Maintain credibility of its board members and general membership 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 shall include any potential gain, 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.

- G. Maintain an effective communication system to educate local citizens with information concerning issues that affect the area. This includes, but is not limited to, maintaining the following Council assets:
1. Council post office box (P.O. Box 671350, Chugiak, AK 99567-1350);
  2. Council WebPages through the FCC website [communitycouncils.org](http://communitycouncils.org);
  3. Maintain a dedicated council email address ([chugiakcouncil@gmail.com](mailto:chugiakcouncil@gmail.com)) for all correspondence and official business
  4. List of members' email accounts which shall only be used for Council business.
- H. Seek items of concern from Council members and generate public interest and participation in community matters originating within the Council area.
- I. Publicize widely within the community all Council activities and the results of those activities.
- J. Maintain copies of the following Council records for community inspection:
1. A minimum of the last two (2) years' worth of electronic records shall be maintained on the Council website;
  2. All available historical records shall be maintained at the University of Alaska Anchorage Library in the Archives and Special Collections Department located at 3211 Providence Drive, Anchorage Alaska, 99508.
  3. A separate copy of all available electronic records shall be personally maintained by the Secretary.
- K. The Council shall not endorse any candidate for federal, state or municipal elected office.

**Article V      MEMBERSHIP**

- A. MEMBERS must be eighteen (18) years of age or older and be a resident or non-resident home or real property owner; a tenant; or an owner of a business or organization located within the Council boundary described in Article II.
- B. Businesses, organizations, and non-resident home or real property owners within the Council boundary area may be represented by not more than one vote and may officially designate a primary and alternate representative for Council membership. All requests for designations of primary and alternate representation shall be in writing and shall be submitted to the Council in advance of the representative's recognition by the Council. The request shall include the business name / organization name / non-resident owner's name; the physical address of the represented real property / business / organization; and the primary and alternate representatives' names. The request shall be signed and dated by the

non-resident owner / the owner or the official representative of the business / the official representative of the organization, and by the designated representative(s). The request shall include the term or the expiration date of the designee's representation. In the absence of a stated term, the Council shall recognize the representative(s) until it is further notified in writing by the person / entity initiating the request.

- C. A person is a Council member upon providing their name, residence address, and contact information on the Meeting Attendance Record sheet available at every meeting.
- D. Member information provided in Meeting Attendance Records shall be used exclusively for Council-related business.
- E. No fee shall be charged for membership.

## **Article VI    MEETINGS**

- A. REGULAR MEETINGS shall be held the third (3<sup>rd</sup>) Thursday of every month from 7:00 p.m. until the finish of business or 9:30 p.m. The meeting may be extended in fifteen (15) minute intervals if a majority of those members present vote to do so. The meetings will be held at the Elsie Oberg Community Center (18606 Old Glenn Highway) unless otherwise stated in the published agenda. All meetings must be held within the Council boundaries.
- B. SPECIAL MEETINGS may be called by the Executive Committee as deemed necessary and must be called by that body within ten (10) days of receipt of a petition signed by ten (10) Council members requesting such a meeting.
- C. NO OFFICIAL BUSINESS of the Council may be conducted outside of regular or special meetings with the exceptions of:
  - 1. Emergency Questions, and they must be addressed as outlined in Article VII, Part C;
  - 2. Routine business which shall be conducted by the Executive Committee or like Committee. Such business shall be reported at the next Council meeting at which time any member of the Council may request that an action of such body be brought to a vote of the Council.
- D. NOTICE of all meetings and their agendas must be given at least seven (7) days in advance. Agenda shall clearly identify voting items whenever possible.
- E. MEETINGS SHALL BE CONDUCTED as informally as the number of participants will allow and in a manner designed to increase public expression and discussion. However, the latest edition of Robert's Rules of Order, Revised, shall apply in all instances, matters, and proceedings not covered by these bylaws. Any limitation of discussion must be applied equally to all members and shall require a three-fourths ( $\frac{3}{4}$ ) majority vote. A member who is absent may send a letter to the Council detailing his position on an issue and have the letter read during the discussion.

F. The necessary QUORUM to hold a meeting shall be at least five (5) elected board members.

## **Article VII VOTING**

- A. Each individual qualifying as a member may have one and only ONE VOTE.
1. There will be no voting by PROXY.
  2. Any vote may be CHALLENGED and a recount requested by any Council member.
  3. Any VOTER'S ELIGIBILITY may be challenged. If three (3) board members feel there is reasonable doubt concerning the voter's eligibility, the question must be put to a vote of the general membership. Such a challenge must be recorded along with the results of the original vote in question.
- B. An issue may be designated an IMPORTANT QUESTION if twenty-five percent (25%) of the members present vote to do so. Important questions require notice to the community before the issue can be voted upon. The method of notification shall be determined by those present and will include at a minimum website posting and email listserve notice.
- C. An issue may be designated as an EMERGENCY QUESTION only if time absolutely does not allow it to be handled at a regular or special meeting and then each step of the following procedure must be followed:
1. A vote of at least three (3) board members must agree that the issue requires emergency treatment;
  2. An agreement must be reached by at least three (3) board members on a clearly written statement of the question to be voted on;
  3. An email or telephone vote of all current Council members must be recorded along with a written list including the date and time of each contact made or attempted, the names of the Council members contacted, and names of the board members conducting the vote;
  4. A written report to the appropriate party must be sent and include:
    - a. The question as read to members;
    - b. The number voting yes, no, and abstaining;
    - c. The number of members on the register and the number reached;
    - d. The names of the board members who voted to use the emergency procedures.

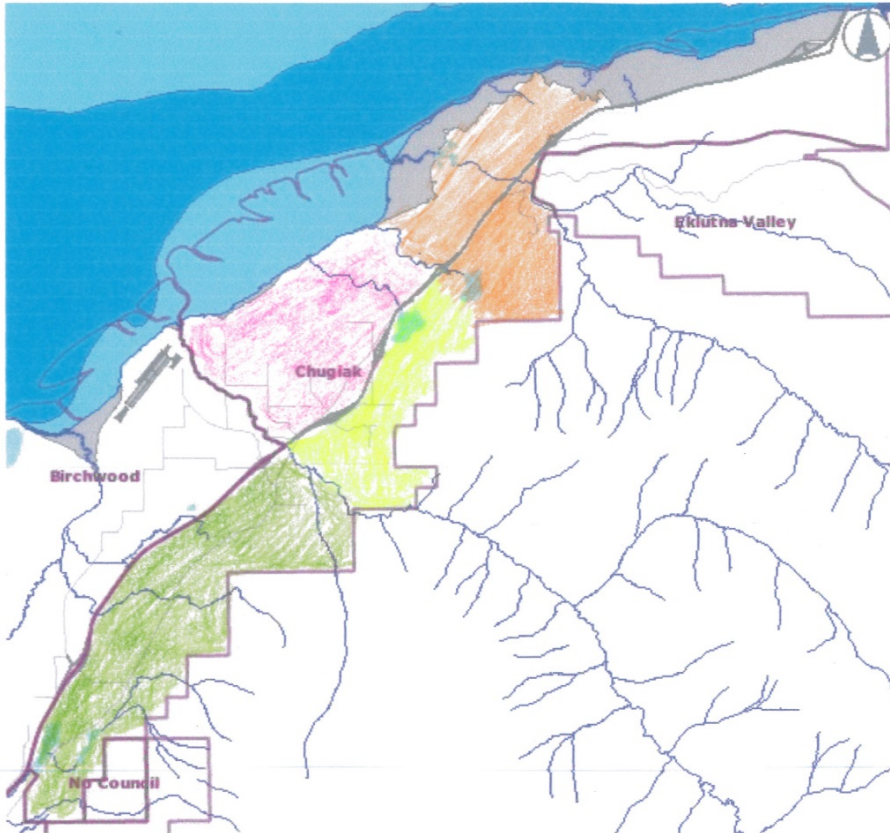
5. A copy of the written report shall be read as the first order of business at the next Council meeting;
- D. REPORTING THE VOTE shall be the responsibility of the President and shall be in written form to the appropriate party.
1. The letter must include the following:
    - a. A clear statement of the question voted on;
    - b. The number of members present, the time the vote was taken, the number voting yes and the number voting no. Abstentions shall be recorded only when a voter requests;
    - c. If the question was treated as an Important Question.
  2. Copies of all such letters shall be posted on the Council website.
  3. Written or oral responses to such letters by any government official to a board member shall be reported as old business at the next meeting and shall be summarized in the minutes.
  4. Board members and Council members are encouraged to express their opinions to the public officials, but must be careful to identify their views as personal. In public or private testimony, no board member or Council member shall speak on behalf of the Council unless specifically authorized to do so at an official meeting.





## **Article VIII COUNCIL BOARD**

- A. The EXECUTIVE BOARD (Board) shall be comprised of ten Council members as follows:

<b><u>Seat</u></b>	<b><u>District</u></b>
1	Eklutna / Thunderbird / Edmonds Lake
2	West Peters Creek and Mirror Lake
3	West Peters Creek and Mirror Lake
4	East Peters Creek and Mirror Lake
5	East Peters Creek and Mirror Lake
6	Chugiak / Fire Lake
7	At Large (from any Council district)
8	At Large (from any Council district)
A	Alternate Board Member (from any Council district)
B	Alternate Board Member (from any Council district)

## CHUGIAK COMMUNITY COUNCIL DISTRICTS



-  EDMONDS-THUNDERBIRD-EKLUTNA
-  WEST PETERS CREEK AND MIRROR LAKE
-  EAST PETERS CREEK AND MIRROR LAKE
-  CHUGIAK AND FIRE LAKE

B. The EXECUTIVE COMMITTEE shall be comprised of Board Officers as follows:

1. The PRESIDENT shall:

- a. Be the principal presiding officer and set and distribute the agenda;
- b. Ensure that the bylaws are followed and enforced;
- c. Monitor, respond to and direct all correspondence on the Council's dedicated email address;



- d. Direct and supervise the responsibilities of the board members and oversee the operation of the Council;
  - e. Be the official spokesperson for the Council;
  - f. Be an ex-officio member of all committees with the exception of the nominating committee.
2. The VICE PRESIDENT shall:
- a. Be parliamentarian or assign a knowledgeable person to that position;
  - b. Ensure that copies of these bylaws are available for review and distribution at every Council meeting;
  - c. Assume the duties of the President when the President is absent.
3. The SECRETARY shall:
- a. Keep and report the minutes of the meetings and distribute copies to locally-elected assembly members, state legislators, and the Federation of Community Councils. The draft minutes shall be emailed to Board members seven days in advance of the next meeting.
  - b. Maintain records and correspondence for the Council as outlined in Article IV, Part J;
  - c. Keep the membership register with the name, address, email account, and phone number of each person who attends a meeting. This register shall be turned over to the President as needed.
4. The TREASURER shall:
- a. Be responsible for all funds of the Council;
  - b. Make disbursements as authorized by the Council;
  - c. Report at each monthly meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.
- C. Officers shall perform all of the duties listed for their offices and such other duties as may be assigned by the President from time to time.
- D. The offices of the SECRETARY and TREASURER may be combined into the single office of SECRETARY-TREASURER if there is a lack of volunteers.

**Article IX    ELECTIONS**

- A. Any Council member shall be eligible to seek election as a Council board member or alternate board member.
- B. Voting shall be by secret ballot if requested by a Council member.
- C. BOARD MEMBERS must first be elected by vote of the whole Council from the residential districts eligible for election that year. (This is to ensure ongoing continuity and community-wide contact with the Council's leaders.)
  - 1. Each board member shall be elected in January and serve for two (2) years until the conclusion of the January meeting.
  - 2. The terms of board members from the even-numbered districts shall be staggered with the terms of those from the odd-numbered districts to provide continuity in leadership. The board members from the even-numbered districts shall be elected in January of even-numbered years.
- D. Each January, the membership shall elect a President, Vice President, Secretary, and Treasurer from the newly constituted body of district representatives.
  - 1. Prior to the vote, each board member may:
    - a) State a preference for a particular office;
    - b) Disqualify themselves for a particular office;
    - c) Agree to accept an office.
  - 2. Each Council member shall cast one (1) ballot with a different candidate listed for each of the four (4) offices.
  - 3. The candidate receiving the most votes for each office shall assume that office.
  - 4. Before the next meeting, the President shall appoint each of the remaining board members to be in charge of publicity, telephoning, facilities, post office box, website, email list, etc.
- E. ALTERNATE BOARD MEMBERS may be elected by vote of the whole Council.
  - 1. There shall be no more than two alternate board members.
  - 2. Each alternate board member shall be elected in January and serve for two (2) years until the conclusion of the January's meeting.

3. The duty of an alternate board member shall be to serve on the board as a board member during regular meetings when a quorum cannot be reached due to the absence of elected board members.
4. An alternate board member shall not serve as an officer.
5. Alternate board members serve at large.

## **Article X     BOARD VACANCIES**

In addition to term expiration, vacancies may occur by resignation or removal.

- A. RESIGNATIONS shall be made in writing and a vacancy will be declared upon receipt.
- B. Two (2) UNEXCUSED ABSENCES per year by a board member shall constitute a vacancy.
  1. An absence may be excused by notifying the President or Secretary prior to a meeting.
  2. Unexcused absences must be reported in the meeting minutes.
- C. A vacancy can be created by removing a board member for non-compliance with the bylaws. To create such a vacancy, the following procedure must be adhered to.
  1. A member must provide information, in writing, concerning a possible breach of the bylaws to another board member of the Council.
  2. The informed board member shall request the President to call a work session of fellow board members and the complainant within one (1) week of receiving the information. If the President is alleged to have committed the breach, the Vice President shall issue the session call.
  3. A qualified parliamentarian from outside the Council area shall be asked for an opinion concerning the ground for recall. That opinion shall be read and considered at the work session. After due consideration, the group shall choose a plan of action from the following:
    - a) The matter may be resolved during the work session and no further action required;
    - b) The accused board member may resign and the office declared vacant;
    - c) The accused board member or the complainant may request the matter to be brought before the general membership at the next meeting.
  4. If the issue comes before the membership, the opinion of the parliamentarian, previously obtained, shall be read. The membership may move to dismiss the complaint, or by two-thirds (2/3) majority, vote to recall the board member.

- D. VACANCIES SHALL BE FILLED temporarily by appointment by the President. An election by the voting membership shall be held at the next regular meeting. The new Board member will fill the remainder of the term at which point he/she may be considered for election to a full 2-year term.
- E. In the case of residential district seats which are unrepresented because of lack of volunteers, those positions will be converted to AT LARGE seats and will remain that way until a volunteer has expressed a desire to run for the position at the next January election. Provisions of Article IX in these bylaws govern the elections(s).

#### **Article XI COMMITTEES**

Committees may be ESTABLISHED by a vote of the Community Council at any time for whatever purpose deemed necessary. All committees shall be ADVISORY only. The MEMBERSHIP and DUTIES of the committees shall be determined by the Council. The President may designate the CHAIRPERSON and additional committee members. All committees shall include a variety of views on the issue.

Members may volunteer or “be volunteered” at the time the committee is established and additional people may volunteer by calling the President and asking to be put on the committee before or during the time the committee is functioning.

#### **Article XII FINANCES**

- A. FUNDS COLLECTED by the Council shall be deposited into an account at an established bank with the Treasurer responsible for all deposits and accountings.
- B. The Council may receive FINANCIAL CONTRIBUTIONS to meet the cost of the Council’s operations in accordance with Anchorage Municipal Code 2.40.030.
- C. All withdrawals or disbursements of Council funds shall require DUAL SIGNATURES, as the bank allows, one being the Treasurer and the other being the President or the Secretary.
- D. A YEAR-END FINANCIAL REPORT, signed by the Treasurer and the President, showing all receipts and expenditures, shall be made at the January meeting.

#### **Article XIII AMENDMENTS**

These bylaws may be repealed, amended, or new bylaws adopted at any regular meeting of the Council. Any changes in the bylaws require one (1) month’s notice to Council members.

**Article XIV DISSOLUTION**

Upon dissolution of the Chugiak Community Council, and after paying or adequately providing for its debts and obligations, any remaining assets shall be distributed to a nonprofit fund, foundation or corporation, or to the federal government, or to a state or local government for a public purpose as specified in section 501(c)(3) of the Internal Revenue Code.

Signed:

Maria J. Rentz  
*President*  
Chugiak Community Council  
Email: [chugiakcouncil@gmail.com](mailto:chugiakcouncil@gmail.com)

Dated: 12 November 2015