



**MUNICIPALITY OF ANCHORAGE  
ASSEMBLY INFORMATION MEMORANDUM**

No. AIM 159-2023

Meeting Date: August 22, 2023

Municipal Clerk's Office

**Accepted**

Date: **August 22, 2023**

1 **From: Assembly Chair Constant**

2  
3 **Subject: CAMPBELL PARK COMMUNITY COUNCIL – CONFORMING**  
4 **COMMUNITY COUNCIL BYLAWS.**

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6 In accordance with AO 2014-3(S) passed on February 11, 2014, the Municipal Clerk  
7 reports the following:

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  - *Campbell Park Community Council* submitted its revised bylaws to the  
10 Municipal Clerk. After review by the Municipal Ombudsman, the bylaws  
11 have been returned to the Municipal Clerk's Office as conforming.

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13 The Municipal Ombudsman recommends these conforming bylaws be accepted  
14 by the Assembly, as attached.

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16 Prepared by: Jenna Brister, Executive Administrative Assistant  
17 Approved by: Jamie Heinz, Municipal Clerk  
18 Respectfully submitted: Christopher Constant, Chair  
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CAMPBELL PARK COMMUNITY COUNCIL  
COMMUNITY COUNCIL BYLAWS  
REVISED 03/16/2023

ARTICLE I: NAME

The name of this organization shall be Campbell Park Community Council, hereinafter referred to as the "Council."

ARTICLE II: BOUNDARIES

Council boundaries shall be 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. This is 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; community council boundary amendments adopted by Anchorage Municipal Code are hereby incorporated by reference. (Physical description of the Campbell Park Council area is the geographical area enclosed by the boundaries of Tudor Road, Boniface Parkway, Dowling Road, and New Seward Highway.)

ARTICLE III: DESCRIPTION

The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 18 (eighteen) years of age or older\*, non-resident property owners, business owners, churches, 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." The Council shall not endorse a candidate for local, state, or federal elected office.

\*see Article VI, Section A for age exceptions

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 provide a forum through which:

- A. Residents' opinions and concerns can be voiced and made known to the local government policy and decision-making bodies, in a manner that will have an impact on their community's development and services;
- B. Residents can receive timely information on matters which would or could affect their community, and can become involved in early planning stages;
- C. Governmental agencies have a method for receiving opinions, needs, desires and recommendations of residents and groups;

- D. Local governing bodies have 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 proposing appropriate action regarding any 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 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.
- 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. Receive and review notices to the Council from Municipal departments including, those notices under municipal code:
  - 1. 2.30.120.C: Alcohol Beverage Control Board license application;
  - 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.

- 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 Administration.
- G. Participate in the community meeting process under municipal code 21.03.020.C when the notice from the developer is timely.
- H. Maintain credibility of the Council by not allowing misuse of the Council, by but not limited to, the following:
  - 1. Special interest groups;
  - 2. Attempts at personal, financial or political gain by an individual or group;
  - 3. Intentional misrepresentation of the Council, including withholding information of an expressed cross- section of opinion, or minority opinion of the Council.

#### ARTICLE VI: MEMBERSHIP

Any person 18 (eighteen) years of age or older, whose primary place of abode is within the Council's geographical boundaries, is eligible for membership. Persons 16-17 years of age, who otherwise meet the conditions of this paragraph, and who regularly participate in the council meetings, can become members by approval of the majority of the council members present.

Residents, property owners, business owners, churches, and non-profit organizations as described in municipal code chapter 2.40 with a physical premise within the Council's geographical boundaries are eligible for membership. Business owners and non-profit organizations must possess one 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.
- A. If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a community 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, church, or non-profit organization memberships are single memberships, and shall have a designated primary representative, and may have a designed alternate representative.

- B. 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. For voting on Resolutions and Council Officers, the member must have at least attended a prior monthly or special meeting in the previous 24 months before the meeting in which the vote on the Resolutions or Council Officer election takes place.
- 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. The Council may receive contributions from members to meet operating costs.

#### ARTICLE VII: MEETINGS

There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly. Elections shall take place annually at the January meeting.

- A. Special meetings of the membership may be called by the chairman, the executive board, or by written petition of 10 (ten) council members delivered to any officer, to address council business, including the accommodation of community council responsibilities under municipal code 21.03.020.C.
- B. All meetings shall be open to the public.
- C. The location of the meeting shall be chosen by the general membership, within Council boundaries, and notice of this location, the date, and the time, shall be included in any general membership mailings.
- D. 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.
- E. After consulting with the officers, the chairman shall establish the meeting agenda.
- F. 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.
- G. The executive board, or designee, shall be responsible for any meeting notices.
  - H. A quorum for meetings and special meetings shall consist of ten (10) members of the council, at least one of whom is an officer.
  - I. Robert's Rules of Order, Revised, shall apply for regular and special meetings and for all matters not covered by the bylaws.

#### ARTICLE VIII: VOTING

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, s/he shall still have just one vote. Non-profit associations and business owners shall have one vote each. Non-profit associations, business owners, and non-resident property owner memberships shall designate a primary representative, and may designate an alternative representative, who will be the voting member. Persons may be a member of more than one community council if they qualify for membership.

- A. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
- B. Any vote may be challenged. The member attendance roster shall serve as the official list of eligible voters.
- C. When deadlines don't otherwise prohibit, a resolution brought before the Council shall be voted on no earlier than the next regularly scheduled general meeting, following the meeting at which the resolution was introduced and read.
- D. A resolution previously voted on can be reconsidered at the next general meeting, if a written petition is sent to the chairman and signed by ten (10) members. The petition must be received by the chairman at least 10 days before the next meeting and must be noticed in the agenda for that meeting. Three-quarters (3/4) of the constituted quorum is required to overturn the prior vote on the resolution.

#### ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS

The chairman 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.

- A. The communication shall include the date of the meeting, a clear statement of the questions voted on, the number of votes for and against, and the number of members present.
- B. Written or oral responses to such communication as well as any contact by the government official with a Council officer concerning the Council's affairs, shall be reported as Old Business at the next meeting following receipt.
- C. In public and private testimony, no officer or member shall commit the Council to a position not previously voted on by the membership.

#### ARTICLE X: OFFICERS AND EXECUTIVE BOARD

The officers of the Council shall consist of a chairman, vice-chairman, secretary, and treasurer, if possible. The position of secretary and treasurer may be combined. The officers of the Council, plus the FCC representative, constitute the Executive Board.

- A. The election of officers will be at the annual meeting in January. Eligibility to be a candidate complies with the definition of membership in Article IV Section 1. Officers shall be elected by the general membership for a one year term. The FCC representative (and alternative representative), shall be appointed by the chairman for a one year term, and receive a majority confirmation by the Council officers. The duties of the executive board are as follows:
  - 1. Chairman: The chairman shall be the principal executive officer and shall preside over the Council. In addition, the person holding this office shall be permitted such other duties as are necessarily incident to the office. Further, this person shall have the right to create committees as deemed necessary.
  - 2. Vice-Chairman: In the case of the absence of the chairman, the vice-chairman shall perform the duties of chairman. The vice-chairman shall perform such other duties as may be assigned by the chairman or which might be incidental to the office of the vice-chairman.
  - 3. Secretary: It shall be the duty of the secretary to give notice of meetings and keep a record of all proceedings, supervise the conduct of all correspondence, keep all membership lists and perform other duties incident to the office of secretary.
  - 4. Treasurer: It shall be the duty of the treasurer to keep a record of all monies. A complete accounting of all monies collected and expended shall be given to the membership at the annual meeting and at any other reasonable time.
  - 5. Community Council Representative: S/he shall act as liaison between FCC and the community council.
- B. A simple majority of the monthly meeting may vote for a recall election at the next monthly meeting. At that meeting, a two-thirds (2/3) vote of no confidence is required to recall an officer.
- C. Any officer may be removed if absent without cause for three consecutive meetings.

- D. Any officer may be removed for violation of the council bylaws.
- E. Officer vacancies by reason of removals, written resignations, death, or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining officers.
- F. Special meetings of the officers may be called by the chairman, or by a majority of the officers. A quorum is a majority of officers.

#### ARTICLE XI: COMMITTEES

Committees may be established at the recommendation of the chairman with the approval of the membership, at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the officers. All committees are open to voting membership participation.

#### ARTICLE XII: FINANCES

- A. Receiving Funds: The Council may raise and spend funds. The Council may receive non-tax-deductible gifts, grants, contributions, or in-kind donations from members or other entities.
- B. Managing Funds: Funds collected by the Council shall be deposited into one or more accounts at an established financial institution, with the Treasurer being responsible for all deposits and accountings.
- C. Disbursements: The Treasurer and one other officer shall authorize each check or withdrawal. If the Treasurer is not available, two (2) other officers may authorize the transaction.
- D. Semi-Annual Reporting: The Treasurer will present a financial report at least semi-annually each calendar year to the membership during a Council meeting.
- E. Annual Report: An annual financial report approved and signed by the Treasurer, the Chair, and one or more members chosen by the Council as reviewer at the November meeting, showing all the Council's receipts and expenditures over the preceding calendar year, shall be made to the membership during its January meeting.
- F. Discretionary Limit: The Council officers are authorized, without the prior approval of the Council to expend up to One Hundred Dollars (\$100.00) to meet ordinary and necessary council expenses per month. To expend more the officers must first receive the council's prior approval.
- G. Donations by the Council: The Council shall approve, by a vote in a General or Special meeting, any and all monetary and in-kind donations by the Council or by member(s) in the Council's name.

### ARTICLE XIII: AMENDMENTS

Proposed bylaws changes must be noticed and discussed at a minimum of one Council meeting prior to a 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's) 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 2.30. It shall be the responsibility of the Council chairman, or designee to timely notify the Municipal Clerk regarding bylaws amendments.

### ARTICLE XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by a vote of three-fourths of the members of the Council at a regular Council meeting, at a special meeting called for that purpose, or by mail ballot. 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 the Federation of Community Councils, or current municipal contractor, for community council use, or another nonprofit organization if designated in the dissolution action.