

**SCENIC FOOTHILLS COMMUNITY COUNCIL  
BYLAWS**

FINAL 04FEB2016

**PREAMBLE**

**Community Councils were created by the Municipality of Anchorage to establish a place where neighbors and businesses could discuss issues within our community. These Bylaws are the technical document that describes how we legally operate.**

**For a more general description of the Council and its current issues, please go to the SFCC website.**

**Our boundaries are set by the Municipality. Currently they are between Tudor Road on the South, Northern Lights on the North, Baxter Road on the West, and everything East to the military boundary.**

**All necessary provisions of Chapter 2.40 – Community Councils of the Anchorage Municipal Code are adopted herein by reference. Please examine that document for other legal citations.**

**ARTICLE I: NAME**

The name of this organization shall be the Scenic Foothills Community Council, hereinafter referred to as the “Council.”

**ARTICLE II: BOUNDARIES**

The geographical community council boundaries adopted by the Anchorage Assembly are hereby incorporated by reference.

**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 meet the qualifications for membership as outlined in Article VI of these bylaws and 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**

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
- 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 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; 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;
- 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 including, but not limited to:
  - Alcohol Beverage Control Board license applications;
  - Permits for teen nightclubs and cultural performance venues;
  - Land use proposals;
  - National security road closures;
  - Disposal of Municipal land requiring Anchorage voter approval;
  - Other notices received from Municipal departments requiring input or action by the Council;
- F. Advise the Municipality of the Council's annual priority list of Capital Improvement Projects;

G. Participate in the community meeting process.

## **ARTICLE VI: MEMBERSHIP**

Personal residence within Council boundaries. Any person 18 years of age or older whose primary place of residence is within the Council's geographical boundaries is eligible for membership. All residents that share the same residence may be community council members. A resident is not allowed to designate an alternate for voting. A member who qualifies as a resident shall not be afforded an additional membership as a property or business owner.

Non-resident. Non-resident property owners, business owners, and nonprofit organizations with a physical premise located within the Council's geographical boundaries are eligible for membership. Business owners and nonprofit 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.

A non-resident property owner, business owner, and nonprofit organization membership is a single membership, and is allowed to have a designated primary representative and may have a designated alternate representative.

The member attendance roster shall be used only for Council business.

The Council shall not require any financial contribution as a condition of membership, voting, or other participation. The Executive Board may suggest annual dues, which shall be strictly voluntary.

The Council may, in its discretion, designate non-fiduciary and non-voting roles for leadership training to persons younger than 18 who would otherwise be disqualified because of age.

## **ARTICLE VII: MEETINGS**

There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly.

Special meetings of the membership may be called by the President, or a majority of the Executive Board, or by written petition of 10 council members delivered to any officer, to address council business.

All meetings shall be open to the public.

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.

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

**Notices:** Whenever possible the draft agenda shall, at least seven days in advance of the meeting, be posted online and 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. The Council should seek the greatest distribution practicable. The draft agenda may be submitted to the Federation of Community Councils, or current municipal contractor, for electronic distribution.

The Executive Board or their designee(s) shall be responsible for any meeting notices.

A quorum for transaction of business at meetings and special meetings shall be ten (10) voting members.

Robert's Rules of Order, Revised, shall be followed to the extent practicable for regular and special meetings.

#### **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 have only one vote. Nonprofit associations and business owners that are not resident members shall have one vote each. Nonprofit association, business owner, and non-resident property owner memberships shall designate a primary representative and may designate an alternate representative. Persons may be member of more than one community council if they qualify for membership.

A member must be present at the time of the vote in order to cast a vote. There shall be no proxy voting.

To qualify to vote in the election of the Executive Board, a member must have attended at least one regular meeting of the Council subsequent to the last election of the Executive Board.

The Council shall maintain a list of eligible voting members.

#### **ARTICLE IX: EXECUTIVE BOARD**

Board Content and Date of Election. The Executive Board shall consist of seven (7) members of the Council, elected at the annual Council meeting for staggered terms, except for the first transitional election after adoption of these amended bylaws.

Commitment. Elected Board members shall show a level of commitment by attending the Council and Board meetings.

Terms. The term of office shall be two (2) years.

Transition. For the transitional election, seven (7) members shall be elected. The Executive Board thus formed shall determine which four (4) members shall serve the initial 2-year term and which three members shall serve an initial 1-year term, respectively. Thereafter each year, Board members shall be elected to new two-year terms for those positions whose terms have lapsed.

Removal From Office. Any Executive Board member shall be removed from the Board if he or she is absent without Board approval for three (3) consecutive Council meetings.

Vacancies. When a Board vacancy occurs, the Board may select a Council member to fill the remainder of the term.

## **ARTICLE X: OFFICERS**

Officers. The officers of the Council shall be the President, Vice-President, Secretary and Treasurer. The duties attendant to these offices are defined further in this Article. The President and Vice President may not hold more than one office except either may serve as the Federation of Community Councils (FCC) Advisor.

Date of Election. Officer elections shall be held by the Executive Board as soon as practicable after the annual election of the Board.

Term of Office. The term of office shall be one (1) year.

Appointment of FCC Advisor. The Board shall appoint at its discretion the FCC Advisor as an ex-officio, non-voting advisor to the Board. This Council member may, but is not required to be, an elected Executive Board member. The Board may, at any time, appoint an alternate Advisor.

Qualifications. All members of the Executive Board must be members of the Council.

Vacancy of Office. When any elected office becomes vacant for any reason, the Board shall appoint a successor to serve until the next election of the Executive Board.

Removal from Office. Any officer may be removed from office if he or she is absent without Board approval for three (3) consecutive Board meetings. The Board may appoint a successor to serve until the next election of officers.

Duties of Officers and Advisor. The duties and powers of the officers of the Council shall be as follows:

President – The President shall be the principal officer and shall preside over all business and affairs of the Council and the Executive Board. In addition, the person holding this office shall be permitted such other duties as are necessary incident to the office. The President or his/her designee shall sign all official correspondence from the Council, issue the monthly newsletter and shall maintain the official correspondence file. The President shall be the chair of the Board.

Vice-President – In case of the absence of the President, the Vice-President shall perform the duties of the office of President. The Vice President shall perform such other duties as may be assigned by the President or which might be incident to the office of Vice-President.

Secretary – It shall be the duty of the Secretary to keep a record of proceedings, assist the President and other Board officers with preparation of Council correspondence, keep an updated record of membership lists and perform any other duties incident to the office of Secretary.

Treasurer – It shall be the duty of the Treasurer to maintain an accounting of all monies of the Council, prepare all Council bills for payment, provide a receipt for donations and membership fees, maintain all bank records and prepare a report of the financial status of the Council at least quarterly.

FCC Advisor – It shall be the duty of the Federation Advisor to attend the monthly Federation of Councils meeting and report back to the Board and the Council on matters that may affect the Council area.

Other Unofficial Positions.

Public Observer – It shall be the duty of the Public Observer to recruit attendance at pertinent governmental meetings and report to the Board any information that might be of interest or have an effect upon the community served by the Council.

Publicity Chairman – It shall be the duty of the Publicity Chairman to conduct the publicity requirements of the Council. Duties include, but are not limited to assisting the President and Secretary in the preparation and mailing of announcements regarding Council meetings and activities and contacting local media regarding Council events.

If the duties of the Public Observer, the Publicity Chairman and FCC Advisor are assigned to Council members who have not been elected to the Executive Board, these members shall become ex officio, non-voting members of the Board.

**ARTICLE XI: COMMITTEES**

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

**ARTICLE: XII FINANCES**

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.

The Treasurer shall sign each check or withdrawal. If the Treasurer is not available the President shall sign the check or withdrawal in place of the Treasurer.

A financial report of receipts and expenditures and cash balance shall be made yearly to the Council prior to the election of new Executive Board members.

**ARTICLE XIII: RESOLUTIONS**

Resolutions of the Council shall be allowed only for items that have been officially noticed on the agenda for a regular or special Council meeting.

#### **ARTICLE XIV: 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 XV: AMENDMENTS**

Proposed bylaws changes must be noticed at a minimum of one 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. It shall be the responsibility of the Council President, or designee, to timely notify the Municipal Clerk regarding bylaws amendments.

#### **ARTICLE XVI: 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 or at a special meeting called for that purpose. 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 for community council use, or another nonprofit organization if designated in the dissolution action.