

South Addition Community Council Bylaws

Article I **Name**

Section 1. Name. The name of this organization is the South Addition Community Council, hereafter called the "Council."

Article II **Area**

Section 1. Boundaries. The Council boundaries encompass that area identified in Anchorage Municipal Code (AMC), Section 2.40.040, and as described in AMC Section 2.40.090(C)(1)(e): Map 5 Northwest Anchorage Bowl as amended from time to time.

Article III **Purpose**

Section 1. Purpose. Under the provisions and responsibilities of the Anchorage Municipal Charter, Article VIII, and AMC Chapter 2.40, the Council is an independent, non-profit, voluntary, self-governing association to provide "...an opportunity for maximum community involvement and self-determination." The Council and government will have a cooperative relationship. The Council is politically nonpartisan and will not endorse any federal, state, or local elected office candidate.

Article IV **Membership**

Section 1. Qualifications for Council Membership. Membership is available to persons 18 years of age or older whose primary residence is within the Council's area ("Resident") and non-resident property owners, business owners, or nonprofit associations that have physical premises located within the Council's area ("Non-resident Entity"). A Resident or Non-resident Entity that meets the qualifications of this Article for Council membership in more than one category or more than one property, business, or organization is entitled to only one member that is eligible for one vote as provided in this Article and Article V, Section 5, of these Bylaws.

A. Resident Membership Qualifications: To qualify for Council membership, a person must be a Resident as provided in this Article. If more than one Resident who qualifies for Council membership shares the same residence, each Resident may be a Council member eligible to vote after signing the Member Attendance Roster at the meeting. Alternate representative designations may not be recognized for Resident memberships.

B. Non-resident Entity Membership Qualifications: To qualify for Council membership, Non-resident Entities must comply with these Bylaws, AMC Chapter 2.40, and other applicable requirements. A qualifying Non-resident Entity membership is a single membership eligible for one vote after the Non-resident Entity's designated representative has signed the Member Attendance Roster at the meeting. A Non-resident Entity or an individual that possesses several kinds of property or businesses that qualify for membership, or qualifies in more than one category, has only one vote. Nonresident Entities may designate a primary representative to the Council to exercise the Nonresident Entity's vote and may designate an alternate to the primary representative.

Section 2. Dues. The Executive Board may authorize the receipt of individual donations to help meet the operational costs. Donations are voluntary; the Council may not require dues or any financial contribution as a condition of membership, voting, or other participation.

Article V Membership Meetings

Section 1. Membership Meetings. There are a minimum of four (4) regularly scheduled General Membership Meetings per calendar year with at least one meeting quarterly, including an Annual Meeting to be held each year between April 1 and June 30, at which the election of Council Officers and Board Members-at-large takes place. Special Membership Meetings may be called by the President, by a vote of one-third of the seated members of the Executive Board, or by written petition of ten (10) council members delivered to any Officer, to address council business, including the accommodation of community council responsibilities under AMC, Section 2 1 .03.020(C). Membership Meetings will be held in person within the Municipality of Anchorage, telephonically, or by other electronic means. Membership Meetings are open to the public. A record shall be made by minutes or electronic recording of all regular and special meetings. Upon request, the record will be made available within a reasonable time.

Section 2. Membership Meeting Agenda. The President establishes the agenda for Membership Meetings after consulting with members of the Executive Board. The agenda will be posted and distributed with the meeting notice described in Section 3 of this Article. In addition, a Council member may request that an agenda be mailed or transmitted electronically to the member.

Section 3. Notice of Membership Meetings. Notice of Membership Meetings and the meeting agenda will be posted at least seven (7) days before the meeting, whenever possible, on the Federation of Community Councils (FCC) website and emailed to the members who have requested to receive such notice via the FCC email list. The Executive Board may provide additional notice by other means.

Section 4. Quorum. The quorum needed to conduct a General or Special Membership Meeting is six (6) Council members, including at least one Officer.

Section 5. Voting. A Resident or Non-resident Entity qualified for membership under Article IV becomes a Voting Member at a Membership Meeting. Each Voting Member has one vote on matters before the Council. To be eligible to vote for Council Officers, however, a Voting Member must have attended at least one additional Council Membership Meeting during the previous 12 months. A Voting Member must be present at the meeting to cast a vote; there is no proxy voting. A member of the Executive Board who is absent may send brief written comments to the Council detailing that Member's position on a question to be voted on, which will be read to the Council by the President or the Secretary before the vote.

Section 6. Official Communications. Official communications of a Council vote or other action will include a statement of the question, the number of members present, and the number of members voting yes, no, and abstaining. Official communications that report Council resolutions or votes must be attached to the record of that meeting. For matters that call for timely action before the next Membership Meeting, the President will present any action the Executive Board takes at the next Membership Meeting.

Section 7. Resolutions. To allow for the inclusion of diverse viewpoints and in utmost regard for full public participation and notice, a Resolution brought before the Council may not be voted on by the

membership until the next regularly scheduled Membership Meeting following the meeting at which the Resolution is introduced.

Section 8. Reconsideration on limited notice. A matter which becomes the subject of an action by the Council at the meeting will be eligible for reconsideration at the subsequent meeting if, at that meeting, any Voting Member makes a motion to reconsider.

Article VI **Executive Board**

Section 1. Powers and Duties. The Executive Board of the Council has vested in it the powers and duties of the Council between Membership Meetings. The Executive Board receives notice, conducts the Council's business, manages its properties, if any, and appoints such committees as it may deem necessary and proper to carry out the objectives and purposes of the Council. The Executive Board may act as the nominating committee for the Council or may appoint a separate committee.

Section 2. Number and Term. The Executive Board consists of five (5) Officers and three (3) Members-at-large. The term of office of each Executive Board member commences on July 1, following elections at the Annual Meeting, and continues for one year or until a successor has been duly elected and qualified.

Section 3. Election. Electing Executive Board Officers and Members-at-large is done by a majority vote of Members present at the Council's Annual Meeting. To be eligible for election, Executive Board members must be members of the Council.

Section 4. Meetings. Meetings of the Executive Board will be held at times the Board may fix, but at least two per Council Year. Special Meetings of the Executive Board may be called at any time by the President or upon the request of one-third of the members of the Executive Board. Notice of Executive Board meetings is optional; however, whenever possible, all Executive Board Members will be notified, and notice will be posted on the Council's website at least three days before the meeting. Executive Board meetings may be in-person within the Municipality of Anchorage, telephonically, or by other electronic means. Executive Board meetings are open to all Council Members.

Section 5. Quorum. The quorum needed to conduct the business of the Executive Board will be a majority of the seated Executive Board members at the meeting, including at least one Officer.

Section 6. Voting at Executive Board Meetings. Unless a majority of the Executive Board members present extend voting privileges to all Council Members present, only members of the Executive Board may vote at an Executive Board meeting.

Section 7. Vacancies. Any vacancies in the Executive Board may be filled by a majority vote of the remaining members to serve until a successor has been duly elected at the next regularly scheduled Annual Meeting.

Section 8. Removal of Executive Board Members. An Executive Board Member may be removed if the Member is absent from three consecutive scheduled Council meetings or three consecutive Executive Board meetings without adequate reason. An Executive Board Member may also be removed for conduct or actions considered harmful to the Council with a majority vote of the Executive Board.

Article VII **Officers**

Section 1. Officers. Officers of the Council are the President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers are elected by a majority vote of Members present at the Council's Annual Meeting. To be eligible for election, Officers must be members of the Council.

Section 2. Duties and Powers. The obligations and powers of the Officers of the Council are as follows:

A. President. The President presides at all Council meetings and meetings of the Executive Board and is an ex-officio member of all committees with a right to vote. The President supervises the general affairs of the Council, acts as spokesperson for the Council, assumes or delegates all duties and responsibilities not assigned to an Officer by the Bylaws, and performs such other duties as are necessarily incident to the office of the President. The President may, at the time deemed proper, communicate to the Executive Board such matters and make suggestions as may promote the welfare and usefulness of the Council.

B. Vice President. In case of the President's absence or the President's inability from any cause to perform the President's duties, the Vice President performs the duties of the office of the President.

C. Secretary. The Secretary takes minutes of all meetings and records the Council's actions, including resolutions, correspondence, and committee reports; assists the President as requested in providing notice of meetings, conducting correspondence, completing matters required by Council resolutions and other Council actions, maintaining a record of all Council meeting agendas, minutes, actions, and correspondence; and notifies Officers and Members-at-large of their elections. In the absence or disability of the Secretary, the President may appoint a Secretary pro tern.

D. Treasurer. The Treasurer accounts for all monies received and expended for the use of the Council and maintains the Council's funds at a credit union or bank. The Council's funds, books, and receipts are under the Treasurer's supervision and will be available to the Officers for review on request. The Treasurer will collect donations, make regular status reports of the current balance of funds on account at Membership Meetings and all receipts and expenditures for the preceding month, and provide an annual report on the Council's finances with a summary of all receipts and expenses during the Council year.

E. Immediate Past President. The Immediate Past President will have duties designated by the Executive Board, including serving as a delegate to the Federation of Community Councils.

Article VIII Committees

Section 1. Committees. The President or the Executive Board may establish committees to act on specific matters, areas, or tasks. Such committees may decide upon their procedures, consistent with these Bylaws, and will report to the President or Executive Board and, where appropriate, to the general membership.

Article IX General Provisions

Section 1. Council Year. The Council Year is July 1 to June 30.

Section 2. Member Attendance Roster. The Member Meeting and Attendance Roster is only for Council business.

Section 3. Procedures. Robert’s Rules of Order, newly revised, governs the Council in all cases in which they are applicable and in which they are not in conflict with these Bylaws. The chair may exercise discretion in applying these rules to encourage dialogue, increase public expression, and improve the discussion amongst the Council members and recognized guests.

Section 4. Conflict of interest. The Council may not endorse a federal, state, or municipal elected office candidate. Furthermore, any Officer with a perceived or actual conflict of interest about a matter before the Community Council must disclose consistent with the Municipal Code of Ethics (AMC 1.15.)

Article X Amendments

Section 1. Amendments. These Bylaws may be altered, amended, repealed, or adopted by a majority vote at any General Membership Meeting if at least fourteen days written notice is given to alter, amend, repeal, or adopt new bylaws at such meeting. The notice should include the text of the changes to the Bylaws and the reasons for such changes.

Article XI Dissolution

Section 1. Dissolution. Unless otherwise provided by law, dissolution may occur by a majority vote at any General Membership Meeting or a Special Membership Meeting called for that purpose if at least fourteen days' written notice is given of the intention to dissolve the Council at such meeting. If the Council is dissolved by law or under this Article, the Council’s property, including funds remaining in the Council treasury after all obligations are met, may be donated to a duly constituted nonprofit and apolitical organization.

ADOPTED this XXth day of XXXXXXXX, 2023 by the Membership of the South Addition Community Council.

President /S/
 John Thurber

Secretary /S/
 Hans Thompson

History Note: These Bylaws of the South Addition Community Council were adopted on May 25, 2023, amending and replacing those By-laws the council adopted on December 18, 2014, which amended and replaced those By-laws the Council adopted on April 20, 2006, which amended and replaced those By-laws the Council adopted on June 28, 2001.