

Submitting New By-Laws

1. Pass by-law change through general membership.
2. Email full updated draft by-laws with change to the below organizations. Note: The draft document should reflect the changes, but they do not have to be marked up.
 - a. Clerk's Office: wwmasmc@anchorageak.gov
 - b. FCC Office: info@communitycouncils.org
3. The following steps will be taken by the Muni
 - a. The Clerk's Office will send the document to the Municipal Ombudsman for review.
 - b. The Ombudsman will review the document for conformity with Municipal Code, Chapter 2.40 – Community Councils.
 - c. After the review, the Ombudsman will advise the Clerk's Office and the Council of their determination and recommendation.
 - d. If the document is determined to be conforming and the recommendation is acceptance, the Clerk's Office will submit the by-laws to the Assembly for acceptance. They will go through the Assembly process and be finalized when accepted by the Assembly.
 - e. If the Ombudsman determines that the bylaws are nonconforming, the Ombudsman will inform the Council and the Clerk's Office regarding the nonconforming elements of the document.
4. When possible, CC info@communitycouncils.org so that your Council website and internal files has all draft and accepted versions of the updated by-laws.
5. By-Laws are not official until accepted by the Assembly.
6. The Clerk's Office and the FCC keep records of Community Council by-laws.