

## **MID-HILLSIDE COMMUNITY COUNCIL BYLAWS**

(Effective as of 8/7/2014)

### **ARTICLE I. NAME**

The name of this organization shall be Mid-Hillside Community Council.

### **ARTICLE II BOUNDARIES**

The boundaries of Mid-Hillside Community Council are as approved by the Anchorage Assembly. The area is generally bounded by Abbott Road, Hillside Drive, DeArmoun Road and Birch Road.

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 shall apply to this Council, 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

### **ARTICLE III DEFINITION**

The Mid-Hillside Community Council is a nonprofit, voluntary, self-governing association composed of homeowners, tenants, residents, non-resident property owners, business owners and representatives of corporations or non-profits within the defined area. The Council is not a regulatory or legislative body. The Council is politically non-partisan.

### **ARTICLE IV PURPOSE**

The purpose of the Mid-Hillside Community Council shall be to establish a council of citizens within the defined area to afford an opportunity for maximum community involvement and self-determination on a continuing basis in government and local affairs. (Municipality of Anchorage memorandum: AM 250-78).

### **ARTICLE V FUNCTION**

The Mid-Hillside Community Council has a policy and practice of open membership which encourages participation of persons from all segments of the community. The Community Council has a continuing obligation to remain, in the opinion of the Anchorage Assembly, representative of the residents of the Community Council area. As a representative Community Council, Mid-Hillside has the following functions:

A. In regard to the Anchorage comprehensive plan:

1. Evaluate compliance with the plan, alerting Municipal officials to, or propose appropriate action regarding, any inconsistencies with the plan;
2. Conduct a continuing review and study of the plan to determine its workability in the Community Council area and advise Municipal officials of, or propose any appropriate action regarding, proposed modifications or additions to the plan;

B. Assume leadership and propose action in regard 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 submitted to the Community Council;

D. Work with local government and other governmental entities, as well as with persons and groups

outside the government, to accomplish Community Council area goals, including goals which may have an area- impact;

E Maintain credibility by not allowing misuse of Council organization by, including but not limited to, the following:

1. Special interest groups;
2. Withholding of information;
3. Attempting personal financial or political gain;
4. Intentionally misrepresenting or non-representing a cross-section of opinion;
5. Non-representing a minority in addition to a majority opinion;
6. Endorsing candidates for elected office

F. It is the responsibility of councils to educate their citizens with information concerning their government;

G. Councils should be as representative of their area as possible through:

1. Developing an effective communication system to their people.
2. Encouraging council leadership from a cross section of the council
3. Seeking the involvement of other service, neighborhood and business organizations within the council boundaries
4. Soliciting items of concern to Council members and publicizing all Council activities and results;

H. Keep written records of all Council proceedings;

I. Furnish copies of all Council minutes for community inspection to the Community Councils Center;

J. Inform the Municipal Assembly of council actions and concerns.

#### **ARTICLE VI MEMBERSHIP**

A. Any person of sixteen (16) years or older is eligible for membership, provided that the person is a homeowner, tenant, resident, non-resident property owner, a business owner or a representative of a corporation or non-profit within the defined area, An individual qualifying for membership under more than one of these categories will be eligible for no more than one vote. Community Council officers and executive board members with fiduciary and signatory roles must be 18 years of age or older at the time of service. Businesses corporations and non-profits are entitled to 1 (one) vote and they shall designate a primary representative for community council membership and they may designate an alternate.

B. A member is registered and is eligible to vote at all meetings immediately after proving eligibility under para. A of this Article, having attended at least one Mid-Hillside Community Council meeting in the preceding twelve (12) months (and having signed the attendance roster) and having signed the

present meeting attendance roster. Prior attendance is demonstrated by the meeting attendance roster.

C. New members may register at any general meeting of the Mid-Hillside Community Council.

#### **ARTICLE VII MEETINGS**

A. Mid-Hillside Community Council shall hold a minimum of six (6) general meetings per year and with at least one meeting each calendar quarter. The meeting in October shall be deemed the Annual Meeting for the purpose of electing officers.

B. Special meetings of the general membership may be called by a majority of the officers or by written petition of ten (10) registered council members delivered to the President.

C. All meetings shall be open to the general public, however, only a registered member may introduce, second, or vote on motions before the Council.

D. The President shall establish the meeting agenda.

E. Notices required.

1. The meeting agenda should be submitted to the newspapers at least (7) days in advance of a meeting.
2. The meeting agenda shall be sent to all registered members.

F. Robert's Rules of Order<sup>5</sup>, Newly Revised, shall govern the Council in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

G. Any item brought before the council for consideration which has not been published in the agenda, shall be tabled until the next general meeting upon request by any Executive Board Member.

H. The necessary quorum to conduct a meeting shall be twenty percent of the registered members, to include a majority of the Executive Board members.

#### **ARTICLE VIII VOTING**

A. Each registered member shall have one vote. Corporations, limited Partnerships, and nonprofit organizations shall each be limited to one vote. (One person, one vote) Each registered member must be present at the meeting in order to cast a vote. There will be no proxy voting. Any vote may be challenged. The membership register shall serve as the official list of eligible voters.

#### **ARTICLE IX VOTE REPORTING AND OFFICIAL CONTACTS**

A. The president or the president's designee shall be charged with written communication or verbal testimony of any Council vote to the appropriate party. The communication must include:

1. The date, type of meeting (general, special, executive) when vote was taken and how this meeting was advertised;
2. A clear statement of the question voted on;
3. The number of members present;

4. The number voting yes;
5. The number voting no;
6. An abstention shall be numbered in the voting only when a member is present at the time of the vote and requests that an abstention vote be recorded.

B. Copies of all such communications shall be read as part of the minutes at the next general membership meeting following the sending of a letter, presentation of public testimony or other communication, and shall be attached and presented as part of the minutes.

C. Written or oral responses to such communication, as well as any contact by a government official with a Council official concerning Council affairs, shall also be reported as old business at the next meeting following receipt of the same and shall be summarized in the minutes.

D. In public testimony, no officer or member shall commit the council to a position not previously voted on by the membership.

E. A statement of the Council's official position requires the affirmation of a majority of the Board present, and a majority of registered members present.

#### **ARTICLE X. EXECUTIVE BOARD**

Section 1. The Council shall be governed by an Executive Board of not more than nine (9) elected registered members.

Section 2. Election,

A. Elections shall take place during the Annual Meeting.

B.

1. Executive Board Members shall hold office for two (2) years or until their successors are duly elected and qualified.

C. The Executive Board Members shall allocate (from among themselves.) the duties of President, Vice President, Treasurer, Secretary and Registrar. This shall be the first order of business at the November meeting.

D. A nominating committee shall solicit candidates for the election. The nominating committee shall report and present a slate of candidates at the Annual Meeting.

Section 3. Duties of Officers.

A. The President shall:

1. preside at all meetings of the Mid-Hillside Community Council and shall be an ex-officio and voting member of all committees.
2. at times deemed proper, communicate to the Executive Board Members such matters and make such suggestions as may in his or her opinion tend to promote the welfare and increase

the usefulness of the Council.

3. perform other, duties as are necessary and incident to the office.
4. have the right to vote in all matters.
5. establish meeting agenda.
6. designate a voting delegate to attend each Federation of Community Councils Board meeting.

B. The Vice President. shall:

1. in the absence of the President, or the President's inability to act, for any cause, perform the duties of the office of President.
2. be responsible for standing committees.
3. be parliamentarian, for each meeting;

C. The Secretary, shall:

1. attend all meetings and provide public notice of all meetings, and to keep a record of discussions, motions, actions and attendance. (in case of absence or disability of the Secretary, the President shall appoint a Secretary pro tem)
2. maintain all correspondence as needed by the Board members.

D. The Treasurer shall:

1. have charge and custody of and be responsible for all funds of the Council;
2. make disbursements as necessary upon the authorization of the Council;
3. report at each meeting all receipts and expenditures for the preceding period, including a statement of the current balance of funds.

E The Registrar shall:

1. keep a sign-in log with the name, address, and phone number of each person who attends a meeting. This log is to be turned over to the secretary at the end of each meeting;
2. keep custody of the membership-voting register and ensure it is available at every Council meeting. Meeting and attendance rosters shall be used only for Council business

#### Section 4. Resignations, Vacancies. Removals and Recall

A. Resignations shall be made in writing;

B. Three (3) unexcused consecutive absences by an Executive Board Member shall constitute a vacancy.

C. Removals, resignations, and vacancies shall be filled temporarily by appointment by the President until an election is held by the registered membership at the first general meeting following publication of the vacancy in the agenda.

D. Recall. The recall petition requires the signatures of twenty percent of the number of voting members on the register prior to the date of first circulation of the recall petition. The recall petition shall be presented to the Executive Board Members at the general meeting. Voting on the recall petition will be

restricted to those voting members on the register at the time of first circulation of the recall petition. Recall will require an affirmative vote of a majority of all registered voters eligible to vote on the issue, not just a majority of those at the recall meeting. Upon certification of the required signatures of twenty percent of the voting members, the President must schedule a vote at the next general meeting. Recall of a member of the Executive Board shall be discussed and voted upon only after being placed on the agenda and properly noticed to all registered members. A successful recall removes an Executive Board Member from the Executive Board and from any office occupied by that Member of the Executive Board. The Executive Board shall, at the same meeting, fill the vacant position and the office on the Executive Board, in that order. There is no appeal to a successful recall petition.

#### Section 5. Meeting of the Executive Board Members

A. The Executive Board Members shall meet as required. All meetings will be open to the public.

B. A special meeting may be called by the President, or a majority of the Executive Board Members, with attempted notification to all Executive Board Members.

C. Any action taken by the Executive Board Members shall be presented as that of the board only unless ratified at the next general meeting.

D. The necessary quorum shall be a majority of Executive Board Members.

#### **ARTICLE XI COMMITTEES**

A. Standing committees shall be determined annually by the new Executive Board, and may include: Bylaws; Parks and Recreation; Transportation; Public Safety; Utilities; Water Sources and Sewage; School Issues; Platting, Zoning, and Enforcement; and Capital Improvement Projects.

B. Sub-committees and task forces may be established by the Executive Board at any time for whatever purpose deemed proper and necessary.

C. All committees and task forces are open to registered membership participation.

D. Whenever possible, each committee will be chaired, or co-chaired by a member of the Executive Board. If a member of the Executive Board is not available to chair or co-chair a committee, then the President shall nominate a chairperson or co-chairpersons who is (are) a registered member(s) of the Mid-Hillside Community Council, to serve on such committee.

E. The President may appoint a Liaison from the registered membership to participate in the meetings of other community councils and organizations to foster an exchange of information on community issues.

#### **ARTICLE XII FINANCES**

A. Funds collected by the Council shall be deposited into a special account at an established bank with the treasurer being responsible for all deposits and accountings.

B. The Council may receive voluntary contributions of not more than \$250.00 per member per year from each member to meet the costs of its operation.

C. The Council shall have the authority to expend funds with an officer being required to sign each check or withdrawal.

D. A financial report signed by the treasurer and the president showing all receipts and expenditure shall be made yearly to the Council at the October meeting.

### **ARTICLE XIII AMENDMENTS**

These bylaws may be altered, amended or repealed by a two-thirds (2/3) vote of the registered members present at a general meeting if a least fourteen (14) days written and mailed notice is given of the intention to alter, amend or repeal By-Laws at such a meeting. The notice shall include a statement of the articles to be changed and the reason.

### **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 to the Federation of Community Councils, or current municipal contractor, for community council use, or another non-profit organization if designated in the dissolution action.