

COMMUNITY COUNCIL BYLAWS

OLD SEWARD/OCEANVIEW COMMUNITY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the OLD SEWARD/OCEANVIEW Community Council, hereinafter referred to as the "Council."

ARTICLE II: BOUNDARIES

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; community council boundary amendments adopted by Anchorage Municipal Code 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 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." 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 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 noticed under municipal code:
 - 1. 2.30.120.C: Alcohol Beverage Control Board license applications;
 - 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 the Administration;

- G. Participate in the community meeting process under municipal code §21.03.020.C when the notice from the developer is timely.

ARTICLE VI: MEMBERSHIP

- A. Any person 18 years of age or older whose primary place of abode is within the Council's geographical boundaries is eligible for membership. Residents, non-resident property owners, business owners, and nonprofit organizations as described in municipal code chapter 2.40 with a physical premise located within the Councils geographical boundaries are eligible for membership. Business owners and nonprofit organizations must possess one or more of the following:

- valid Alaska business license; a
- valid Alaska professional license; a
- valid incorporated status under Alaska law v
- tax exempt status under federal law. t

- B. 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, and nonprofit organization memberships are single memberships, and shall have a designated primary representative, and may have a designated alternate representative.

- C. 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.

- D. 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.

ARTICLE VII: MEETINGS

- A. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly.
- B. Special meetings of the membership may be called by the President, or the Executive Board, or by written petition of 10 council members delivered to any officer,

to address council business, including the accommodation of community council responsibilities under municipal code §21.03.020.C.

- C. All meetings shall be open to the public.
- D. Meetings shall be held at a public and easily accessible location. This location shall be chosen by the general membership and notice of this location shall be included in any general membership mailings along with the consistent day-of-the-month and time of meetings.
- E. 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.
- F. After consulting with the officers and Executive Board the President shall establish the meeting agenda.
- G. Notices:
 - a. 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.
 - b. The meeting date and time may be submitted to the media as a public service announcement.
 - c. 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.
- H. The Executive Board or their designee(s) shall be responsible for any meeting notices.
- I. A quorum for meetings and special meetings shall be those provisions contained in the Council's bylaws in effect as of November 1, 2013.
- J. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws, but meetings shall be as informal as the number of participants will allow.

ARTICLE VIII: VOTING

- A. 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. Nonprofit associations and business owners 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 a member of more than one community council if they qualify for membership.
- B. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
- C. Any vote may be challenged. The member attendance roster shall serve as the official list of eligible voters.
- D. A minimum of nine (9) eligible voters constitutes a quorum.
- E. Resolutions:
In the event that the option of four (4) quarterly meeting or an ad hoc meeting is opted for: A Resolution brought before the Council shall be voted on at that same meeting.

In the event that the option of monthly meetings is established at the annual meeting then: A Resolution brought before the Council shall be voted on no earlier than the next regularly scheduled General Membership Meeting following the regularly scheduled General Membership Meeting at which the resolution is introduced and read.
- F. An issue may be designated as an EMERGENCY QUESTION if time does not allow it to be handled at a regular or special meeting and then each step of the following procedure must be followed.
- G. A vote of at least three officers must agree that the issue requires emergency treatment.
- H. An agreement must be reached by at least three officers on a clearly written statement of the question to be voted on.
- I. A telephone vote of all current Council members must be recorded along with a written list including the date and time of each call made or attempted and the name of the caller.
- J. A written report, to the party requesting the decision, must be sent and include:
 - a. The question as read to members,
 - b. The number voting yeas, no, and abstaining,
 - c. The number of members on the register and the number reached,
 - d. The names of the officers who voted to use the emergency procedures.
- K. A copy of the written report shall be read as the first order of business at the next Council meeting.

L. ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS

- M. 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. The communication may include:
- N. The date, type of meeting (general or special) when the vote was taken, and how this meeting was advertised;
- O. A clear statement of the questions voted on;
- P. The number of members present;
- Q. The number voting yes, the number voting no;
- R. The number of abstentions;
- S. Total number of members.
- T. Copies of such communications following the sending of a letter, presentation of public testimony or other communication shall be incorporated by reference in the minutes and made available during the meeting.
- U. 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.
- V. 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

Provisions for council officers and executive board (or like body), including qualifications and duties, election, removal and/or replacement, and terms of office shall be those provisions contained in the Council's bylaws in effect as of November 1, 2013, along with the requirement that Council officers and Executive Board members with financial or fiduciary responsibility must be 18 years old at the time of service. The Council may, in its discretion, designate non-fiduciary and non-signatory roles to younger members for leadership training.

- A. Officers:
- The officers of the Council shall be President, Vice-president, Secretary, Treasurer, and Federation of Community Councils Representative. The position of the Secretary and Treasurer may be combined.

- B. Elections: Ele
- Elections shall take place annually at the November meeting. The elections shall be held by ballot roll call, or show of hands, according to the parliamentarian during the general meeting for elections of new officers. All officers shall serve for one year terms or until their successors are elected.
- C. Duties of Officers: Duti
1. The President: The President shall be the principle presiding officer and shall be responsible for all business and affairs of the Council and shall ensure that the by-laws are followed.
 2. The Vice-President: The Vice-President shall:
 - a. Be parliamentarian for each meeting;
 - b. 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;
 - c. And assumes the duties of president when the president is absent.
 3. The Secretary: The Secretary shall:
 - a. Keep and report the minutes of all meetings;
 - b. Be responsible for sending copies of the minutes to the Community Council Center;
 - c. Ensure proper distribution of meeting notices and the agenda;
 - d. Responsible for maintaining records and conducting correspondence of the Council;
 - e. Ensure that copies of the bylaws are available at every Council meeting. In the absence or disability of the Secretary, the President shall appoint a Secretary pro tem.
 4. The Treasurer: The Treasurer shall:

- a. Be responsible for maintaining an official roster of registered members (used for mailings and voting at general and special meeting);
 - b. Collect and record annual dues payments to establish eligibility for members voting;
 - c. Keep an account of all moneys received and expended for the use of the Council;
 - d. Reports at each Council meeting all receipts and expenditures for the preceding month, including the current balance of funds;
 - e. Prior to election of officers prepare an annual financial report.
5. Community Council Representative: The Community Council Representative shall: act as liaison between FCC and Community Council.

D. Executive Committee:
 Officers and all committee chairs shall be members of the executive committee. The executive committee may by agreement of three (3) or more members call an executive committee meeting for the purpose of long-range planning or strategy development, planning near term projects, or setting meeting agendas. The executive committee meeting agenda and any output documents shall be submitted to the full council at the next regularly scheduled general membership meeting. Executive committee meetings shall be open to any council member.

E. Resignations shall be made in writing, or confirmed by the secretary in the minutes.

F. Three (3) consecutive unexcused absences by an officer shall constitute a vacancy.

G. Removals, resignations, and vacancies can be filled temporarily by appointment by the officers of the council until such time as an election is held by the voting membership at the next general membership meeting.

H. Any officer of the Council may be removed for violation of the Council by-laws.

- 1. Written notice must be given to the elected officers and the member or officer being considered for removal at least fifteen (15) days prior to the general membership meeting at which time a vote of confidence will be taken.

2. Provisions must be made on the agenda for presentation of charges and for defense of the accused. Pro

ARTICLE XI: COMMITTEES

Committees may be established by 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. All committees are open to voting membership participation.

ARTICLE: XII FINANCES

- A. 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.
- B. The Treasurer and another authorized signer-President, Vice President or Secretary shall sign each check or withdrawal. If the Treasurer is not available another authorized cosigner President, Vice President or Secretary shall sign the check or withdrawal in place of the Treasurer.
- C. Any individual or committee working on a project or issue on the behalf of the council must submit a request for funding expenditures prior to obligating council funds. The council president can approve expenses of up to \$100 per project; executive committee or council approval is required for expenditures of over \$100 per project.
- D. A financial report signed by the Treasurer and the President and a person approved by the Membership showing all receipts and expenditures shall be made yearly to the Council prior to the election of new officers.

ARTICLE XIII: RECORDS

The outgoing officers are required to turn over to the newly elected officers all records pertaining to his/her office at the completion of elections

ARTICLE XIV: AMENDMENTS

Proposed bylaws changes must be noticed and discussed 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 chapter 2.40. It shall be the responsibility of the Council President, or designee, to timely notify the Municipal Clerk regarding bylaws amendments. .

ARTICLE XV: 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, 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.