

COMMUNITY COUNCIL BYLAWS
MIDTOWN COMMUNITY COUNCIL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Midtown Community Council, hereinafter referred to as the "Council."

ARTICLE II: BOUNDARIES

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-75) and AO 2004-27 adopted on February 17, 2004, 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. The boundaries are South of Fireweed Lane, West of the New Seward Highway, North of International Airport Road, and East of Arctic Blvd.

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 governmental entities a cooperative relationship. The Council shall not endorse any candidate for local, state or federal elected office.

The Federation of Community Councils is financially supported by the Anchorage Assembly to provide support services to the individual community councils. The website and mailing list services they provide will be the official website and mailing list of Midtown Community Council.

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. Residents, businesses, and non-profits 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 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.

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.

Proof of membership eligibility may be requested. A utility bill or other proof of ownership or residence is accepted for individual eligibility. A business or nonprofit member shall provide the Council a copy of

his or her authority in writing before that individual will be recognized as the designated representative or alternate. That authority shall come from the chief officer of that organization.

- 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. Meetings will be held in a physical location within the council boundaries. Participants may attend by telephone if arranged in advance.
- B. Special meetings of the membership may be called by the President, or the Executive Board, or by written petition of - 5 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. 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 and on the council's website
- E. After consulting with the officers and Executive Board the President shall establish the meeting agenda.
- F. Notices:
 - 1. The draft agenda will be submitted to the Federation of Community Councils, or current municipal contractor, for electronic distribution. It shall be posted on the council's website and emailed to those who have signed up for the Council's distribution list at least seven (7) days in advance of the meeting. Notices may also be placed in such public locations as schools, libraries, and shopping centers.
 - 2. The meeting date and time may be submitted to the media as a public service announcement.
 - 3. 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.
- G. The Executive Board or their designee(s) shall be responsible for any meeting notices.
- H. A quorum will be at least five (5) members, with at least one of them being an elected officer. No business shall be conducted at a general membership meeting unless a quorum is present and voting.
- I. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws.
- J. A motion the subject of which was not printed in the published agenda prior to the meeting shall not be voted on until the next regular meeting.

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. The opinion of an absent member on a voting issue may be stated at a meeting during discussion of the proposed issue to be voted upon, if such a request is made during discussion."
- C. Any vote may be challenged. The member attendance roster shall serve as the official list of eligible voters.

ARTICLE IX: 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. The communication must include:

1. The date, type of meeting (general, special, executive), and when the vote was taken.
2. A clear statement of the question voted on, the number voting "yes" and the number voting "no".
3. Written or oral communication or any contact by a government official with a Council officer concerning Council affairs, shall be reported as Unfinished Business at the next regular general membership meeting and shall be summarized in the minutes.
4. In public testimony, no officer or member shall commit the Council to a position not previously voted on by the membership.

ARTICLE X: OFFICERS

There shall be an Executive Board of seven (7) members. The Executive Board shall be comprised of its Officers and four (4) members elected at large. The Officers shall be president, vice-president, secretary/treasurer. The Executive Board shall be responsible for carrying out the business of the Council between regular monthly meetings." The Council may, in its discretion, designate non-fiduciary and non-signatory roles to younger members for leadership training.

Each year at the October meeting, an election of the Executive Board shall be held. The term of each board member shall be for one year. The offices of President and Vice-President shall be limited to three (3) consecutive one (1) year terms. Individuals who have served three (3) consecutive one (1) year terms as President or Vice-President can seek reelection to those specific offices after a minimum of one (1) year term has transpired. There shall be no term limits for the offices of Secretary/Treasurer and Members-At-Large.

Members will submit their names for election at the September meeting with the actual vote for their position to be held the October meeting. A nominating committee of at least two Council members may be appointed by the President at the September meeting. The slate of candidates shall be published in the October meeting notices. Nominations will be accepted from the floor at the September and October meetings. Proof of eligibility is required.

Council members must have attended two of the previous six general membership meetings in order to be eligible to be a board member. Council members shall disclose any felony conviction in order to be eligible to be a board member.

The election for officers shall be by ballot unless there is only one (1) nominee for an office.

A. : "Duties of Board Members

1. President:

- a. Be the principal presiding officer and shall in general supervise the affairs of the Council and shall also ensure that these bylaws are followed and enforced;
 - b. Establish meeting agenda in coordination with the other Council officers.
 - c. The President or his/her designee shall serve as the representative to the Federation of Community Councils.
2. Vice-President:
 - a. Greets members and guests and provides orientation of newcomers at general meetings;
 - b. Assume the duties of President when the President is absent.
3. Secretary/Treasurer:
 - a. Ensure that copies of these bylaws are available for review and distribution at every Council meeting;
 - b. Keep and report the minutes of all meetings;
 - c. Ensure proper distribution of meeting minutes and agenda, including to the FCC office for posting and emailing.
 - d. Be responsible for maintaining records and doing correspondence of the Council
 - e. Keep a sign-in log with the name, address and telephone number of each person who attends a meeting. Ensure it is available at every Council meeting.
 - f. Keeps and continues to expand and update to the FCC office the email address list of members and other interested parties to allow reasonable notice as may be necessary.
 - g. Have charge and custody of and be responsible for all funds of the Council;
 - h. Make disbursement as necessary upon the authorization of the Council and
 - i. Report in writing at each membership meeting all receipts and expenditures for the preceding months, including statement of the current balance of funds.
4. Board Members:
 - a. Board Members shall advise the President and serve on committees or in assignments as assigned by the President.

B. Removal, Resignation, Vacancies

1. Resignations shall be made in writing.
2. Three (3) absences from any five (5) consecutive general membership meetings by a Board member may constitute a vacancy.
3. Removals, resignations and vacancies shall be filled by special election. 28 days' notice will be given prior to the first general meeting at which the council will vote. The winning candidate will serve for the remainder of the term.
4. Any board member of the Council may be removed for violation of the Council's rules or cause following the procedures below:
 - a. Written notice must be given to the board and the board member 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.
 - b. Provisions must be made on the agenda for presentation of the allegations and to allow the accused an opportunity to present their defense.
 - c. A two-thirds (2/3) vote of the Council members present and voting is required for a Board Member to be removed.

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.

ARTICLE: XII FINANCES

- A. Funds collected by the Council shall be deposited into an account or accounts at an established financial institution, with the Secretary/Treasurer being responsible for all deposits and accountings.

- B. The Secretary/Treasurer shall sign each check or withdrawal. If the Secretary/Treasurer is not available, the President shall sign the check or withdrawal in their place. All checks require 2 signatures.
- C. A financial report signed by the Secretary/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.
- D. The bank statements shall be opened and reviewed by the President before being given to the Secretary/Treasurer for processing."

ARTICLE XIII: 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 XIV: 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.

Approved by the Midtown Community Council on March 9, 2016.

Vote was Yes: 5 No: 0 .

Signed: _____, President

Signed: _____, Vice President