

# NORTHEAST COMMUNITY COUNCIL BYLAWS

## ARTICLE I: NAME

The name of this organization shall be the Northeast Community Council (NECC), 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 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: 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 wellbeing.

## 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 (Comprehensive Plan) and listed in Table 21.01-1 (Comprehensive Plan Elements); 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 (Municipal Responsibilities to Community Councils);
  - 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 night clubs 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. File all official documents with the Municipal clerk's office for ratification
  - G. 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;
  - H. Participate in the community meeting process under municipal code §21.03.020.C (Common Procedures for Review by Community Councils) when the notice from the developer is timely.
  - I. Educate and inform local citizens with information concerning area issues
  - J. Other procedural or functional guidelines of the Council will be found in the municipal code, procedural documents approved by the Council, or the most recent Robert's Rules Newly Revised

## 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:
  1. valid Alaska business license;
  2. valid Alaska professional license;
  3. valid incorporated status under Alaska law
  4. tax exempt status under federal law.
- B. If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a Council member. Alternate designations for resident memberships shall not

be recognized. 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 Council Board may establish annual voluntary dues.

## ARTICLE VII: MEETINGS

- A. All meetings shall be open to the public
- B. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters
- C. All meetings may be held in person or virtually with the appropriate use of technology
- D. Attendance shall be taken at all meetings
- E. General Meetings
  - a. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly.
  - b. 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.
  - c. The Council Board or their designee(s) shall be responsible for any meeting notices.
  - d. After consulting with the Council Board the President shall establish the meeting agenda.
  - e. General Meeting Agendas shall be posted at least seven (7) days in advance of the meeting
  - f. Ten (10) members of the general membership including one Executive Board member shall constitute a quorum, and no business may be conducted at a general membership meeting unless a quorum is present and voting.
  - g. All resolutions or other action items determined by the board must be presented to the General Council as a first reading and can be voted upon no sooner than the next general or special meeting.
- F. Council Board Meetings
  - a. The Council Board shall meet prior to each general meeting to advise the President in the setting of an agenda.
  - b. A quorum of the Council Board must be present to conduct other business beyond setting of the agenda.
  - c. A quorum will consist of at least 51% of the Council board, excluding seat vacancies.
  - d. In the May Council Board Meeting, annual officer elections will be held .
- G. Special Meetings
  - a. Special meetings to address council business may be called by:
    - i. The President
    - ii. A majority of the Council Board

- iii. Written petition of 10 council members delivered to any officer with 24 hour notice

#### H. Annual Meetings

- a. Annual meetings will be held in April of each year
- b. During Annual Meetings Council Board elections will be held
- c. Annual committee reports will be given
- d. The Bylaws Committee report, which may include proposed bylaw amendments, will be approved at the annual meeting.

### ARTICLE VIII: VOTING

- A. Any member of the Council as defined in Article VI shall have one vote.
- B. 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, he/she shall still have just one vote.
- C. Nonprofit associations and business owners shall have one vote each. Nonprofit association, business owner, and nonresident property owner memberships shall designate a primary representative and may designate an alternate representative.
- D. Persons may be a member of more than one community council if they qualify for membership.
- E. A member must be present physically or virtually by technological means at the time of the vote in order to cast a vote. There will be no proxy voting.
- F. Votes may be cast using available technology when approved by the Council Board.

### 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.

### ARTICLE X: COUNCIL BOARD & EXECUTIVE BOARD

#### A. Council Board

- a. The Council Board shall consist of nine (9) persons elected by and from the membership at large.
- b. There will be elected three (3) persons per year to serve three (3) year terms.
  - i. Seat A, B and C will expire in 2027;
  - ii. seats D, E, and F will expire in 2028;
  - iii. and seats G, H, and I will expire in 2026, and every three years thereafter.
- c. Seat terms continue to run and restart even if there is no incumbent.
- d. Council members must have attended three of the previous six general meetings in order to be eligible to be a board member. Proof of eligibility is required.

#### B. Elections

- a. Elections shall take place at the April annual meeting.
- b. The election shall be by secret ballot.
- c. A nominating committee of at least two council members shall be appointed by the President at the February meeting.

- d. The slate of candidates shall be published in the April meeting notices.
  - e. Nominations will be accepted from the floor at the March and April meetings.
- C. Executive Board
- a. The Executive Board of the Council shall consist of the President, Vice-President, Secretary, Treasurer, and Parliamentarian.
  - b. The Council Board will elect the members (officers) of the Executive Board to take office in May except in case of a vacancy.
  - c. At the change of any Executive Board officer, any officer privileges, accesses, and documentation will be transferred to the new officer within 14 days.
  - d. Officers in general shall perform the duties incidental to the offices they hold and such other duties as from time to time that may be assigned by the President.
- D. Removal, Resignation, Vacancies
- a. Resignations shall be made in writing.
  - b. Three (3) absences from any five (5) consecutive meetings (Council Board meetings and monthly general membership meetings), by a board member may constitute a vacancy. Removals, resignations and vacancies shall be filled by appointment by the President with the approval of the Council Board for the remainder of the term.
  - c. A board member may be removed for due cause following the procedures below:
    - i. Notice of cause must be presented to the president either in writing or by announcement at the Council Board meeting.
    - ii. The Council Board will decide by a majority vote whether to bring the removal before the Council.
    - iii. A two-thirds (2/3) vote of the Council members present and voting at the general meeting is required for an officer or a Board Member to be removed.
    - iv. Any officer or member of the Council may be removed for violation of the Council's rules following the procedures below:
      - v. Written notice must be given to the Council 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.
      - vi. Provisions must be made on the agenda for presentation of the charges and defense of the accused.
  - d. Removal, resignation, or vacancy of the President's seat shall be filled by the Vice President
  - e. In the event of a removal, resignation, or vacancy of both the President and Vice President, the Council Board will nominate and elect a member to the role of the President within 10 days to fulfill the remainder of the President's term
- E. Duties of Executive Board Members
- a. President:
    - i. Act as the principal presiding officer and shall in general supervise the affairs of the Council
    - ii. Serve as the representative of the Anchorage Federation of Community Council unless otherwise delegated to another member
    - iii. Establish meeting agenda in coordination with the other council officers.
    - iv. Appoint council committee chairs and members with ratification of the Council Board

- v. Ensure that the bylaws are followed and enforced
- b. Vice-President:
  - i. Assume the duties of the President when the President is absent.
  - ii. Shall fill the position of the President if the seat is vacated for any reason
  - iii. Work with the Secretary to greet members and guests and provide orientation of newcomers at general meetings;
  - iv. Manage and oversee technological requirements for use for general and special meetings
- c. Secretary:
  - i. Ensure that copies of these bylaws are available for review and distribution at every Council meeting;
  - ii. Keep a sign-in log with the name, address and telephone number of each person who attends a meeting. This log is to be turned over to the Secretary at the end of each meeting.
  - iii. Keep and report the minutes of all meetings;
  - iv. Ensure proper distribution of meeting notes and agenda at all council meetings
  - v. Maintain and distribute minutes and other associated meeting documents
  - vi. Be responsible for maintaining records of the Council
  - vii. Keep custody of the master membership voting register (sign in log) and ensure it is available at every Council meeting.
- d. Treasurer:
  - i. Have charge and custody of and be responsible for all funds of the Council;
  - ii. Make disbursement as necessary upon the authorization of the Council
  - iii. Report in writing at each membership meeting all receipts and expenditures for the preceding months, including a statement of the current balance of funds.
  - iv. Provide Council Committee Chairs with an approved standing operating procedure document as a “how to” request funds, maintain receipts, provide receipt of donation, etc.
- e. Parliamentarian:
  - i. Advise the Chair on matters pertaining to Robert's Rules of Order, parliamentary procedure, and the NECC bylaws.
  - ii. Maintain and provide bylaws to members
  - iii. Serve as a member of the bylaws committee
- f. Board Members:
  - i. Board Members shall advise the President and serve on committees or in assignments as assigned by the President.

## ARTICLE XI: COMMITTEES

- A. Committees may be established by the Council Board at any time for whatever purpose deemed necessary.
- B. The nature and duties of the committees shall be determined by the Council Board.
- C. All committee chairs will be annually appointed by the President and ratified by the Council Board

- D. Standing committees shall be:
  - a. Capital Improvement Committee
  - b. Alcohol & Marijuana
  - c. Bylaws Committee
    - i. Bylaw Committee reports, including any proposed amendments, must go before the Council Board for inclusion in the agenda
  - d. Parks and Trails Committee
  - e. Picnic Committee
- E. Committee chairs must communicate their interests and/or commitments along with committee member list to the President prior to the Annual meeting for the upcoming year
- F. Ad Hoc and Special Committees may be established by the President or Council Board at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the Council Board.

#### ARTICLE: XII FINANCES

- A. All NECC Financial matters and procedures are covered by the most current Memorandum of Understanding (MOU) between the Sponsor Organization, the Federation of Community Councils, and the Sponsored Organization, the NECC.
- B. The Sponsored Organization may have “Projects” within the agreed MOU (i.e. the Nunaka Valley Community Patrol, et al.)
- C. A financial report signed by the Treasurer, the President, and a person approved by the Membership showing all receipts and expenditures shall be made yearly to the Council at the Annual Meeting prior to the election of new officers.
- D. In accordance with the MOU, the Council may receive in-kind contributions, gifts, or grants with the approval of the Board.

#### ARTICLE XIII: AMENDMENTS

- A. Any amendments contained in the Bylaw Committee’s reports shall be approved or rejected by a two-thirds (2/3) vote of the members present at the annual meeting, or at any general or special meeting deemed necessary by the Council Board.
- B. Proposed bylaw amendments may be submitted to the Bylaws Committee in proper format to include:
  - a. Article
  - b. Section
  - c. Justification for the change
- C. First drafts of amendments that may be included in the Bylaws Committee annual report, shall be made available to the General Council no later than the March General Meeting
- D. Amended bylaw documents shall include a vote tally block, signatures of the President and Secretary, and approved minutes of the meeting.
- E. Bylaw amendments shall be filed with the Clerk’s Office for acceptance by the Municipal Assembly as required by municipal code chapter 2.40 within 45 days of approval by the general membership

#### ARTICLE XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by vote of two-thirds (2/3) of the members of the Council at a regular Council meeting, at a special meeting called for that purpose, or by mail ballot. Such action requires sixty (60) days written and distributed notice addressing the intentions and reasons for such dissolution. 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 a nonprofit organization designated in the dissolution action.