

1 **NORTHEAST COMMUNITY COUNCIL BYLAWS**

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3 **ARTICLE I: NAME**

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5 The name of this organization shall be the Northeast Community Council, hereinafter referred to
6 as the “Council” or “NECC”.

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8 **ARTICLE II: BOUNDARIES**

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10 The Council’s western boundary is Boniface Parkway; the southern boundary is Northern
11 Lights Boulevard; the eastern and northern boundaries to the military installation Joint Base
12 Elmendorf Richardson (JBER).

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14 The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-
15 75), and appropriate associated map listed under municipal code §2.40.040 shall apply to this
16 Council, subject to any comprehensive review of community council boundaries to occur every
17 ten years following the decennial U.S. Census, as required by municipal code §2.40.040. The
18 findings of the boundary review are communicated to the Planning and Zoning Commission
19 and to the Assembly for final review and approval.

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21 **ARTICLE III: DESCRIPTION**

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23 The Council is an independent, not-for-profit, voluntary, self-governing association composed
24 of residents 18 years of age or older, non-resident property owners, business owners, and
25 nonprofit organizations who meet the qualifications for membership as outlined in Article
26 VI of these bylaws and municipal code chapter 2.40. Community councils are created by
27 the Anchorage Municipal Charter to “afford citizens an opportunity for maximum community
28 involvement and self-determination.” There shall exist between the Council and local
29 government a cooperative relationship. The Council shall not endorse any candidate, ballot
30 proposition, or initiative, at the local, state or federal level.

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32 **ARTICLE IV: PURPOSE**

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34 The purpose of the Council is to provide a direct and continuing means of citizen
35 participation in local affairs. The Council is intended to give:

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37 A. Local people a method by which they can work together for expression and discussion of
38 their opinions, needs, and desires in a manner that will have an impact on their
39 community’s development and services;
- 40 B. Governmental agencies a method for receiving opinions, needs, desires and
41 recommendations of residents and groups; and local governing bodies an improved basis
42 for decision-making and assignment of priorities for all programs affecting community
43 development and individual wellbeing.
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ARTICLE V: FUNCTION

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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. Maintain credibility by not allowing misuse of the Council by, but not limited to,
 - 1. Special interest groups;
 - 2. Information withholding;
 - 3. Attempts toward personal, financial or political gain;
 - 4. Intentional misrepresentation or non-representation of a cross-section of opinion;
 - or
 - 5. Misrepresentation or non-representation of a minority in addition to the majority opinion;
- F. Educate local citizens with information concerning area issues and maintain an effective communication system to continue that education;
- G. Solicit items of concern to Council members and generate public interest and participation in community matters originating within the Council area;
- H. Publicize within the community all Council activities and results of those activities;
- I. Keep written record of all Council proceedings;
- J. Inform the Municipal Assembly of Council actions and concerns;
- K. Make available information on all political candidates, issues, and ballot items and encourage increased voter participation;
- L. Participate in the formulation of, and review and comment upon, all land use, and social and economic proposals which will have a significant impact on all or a substantial portion of community residents;
- M. Receive and review notices to the Council from Municipal departments including, but not limited to, 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;

- 91 3. 21.03.020.H, Land use proposals;
- 92 4. 24.35.020, National security road closures;
- 93 5. 25.30.025.E, Disposal of Municipal land requiring voter approval; Other notices
- 94 received from Municipal departments requiring input or action by the Council.
- 95 N. Advise the Assembly of the Council’s annual priority list of Capital Improvement Projects
- 96 by filing a copy with the Municipal Clerk when the list is submitted to the Administration;
- 97 and
- 98 O. Participate in the community meeting process under municipal code §21.03.020.C
- 99 (Common Procedures for Review by Community Councils) when the notice from the
- 100 developer is timely.

ARTICLE VI: MEMBERSHIP

- 104 A. Any person 18 years of age or older whose primary place of abode is within the
- 105 Council’s geographical boundaries is eligible for membership. Residents, non-resident
- 106 property owners, business owners, and nonprofit organizations, as described in municipal
- 107 code chapter 2.40, with a physical premise located within the Council’s geographical
- 108 boundaries are eligible for membership.
- 109 B. If more than one qualifying resident shares the same habitual, physical dwelling address,
- 110 each may be a Council member. Alternate designations for resident memberships shall not
- 111 be recognized. Property owners shall be the owner of record.
- 112 C. Per municipal code §2.40.030 non-resident property owner, business owner, and nonprofit
- 113 organization memberships are single memberships, and shall have a designated primary
- 114 representative, and may have a designated alternate representative. A business or non-
- 115 profit organization located within the boundaries described in Article II of these bylaws
- 116 may hold only one membership (see VIII.A) for voting purposes. A senior officer of the
- 117 organization or the non-resident property owner shall provide to the Council a written
- 118 designation of their representative before that individual will be recognized by the Council
- 119 as a voting member. Non-resident property owners must possess proof of property
- 120 ownership. Business owners and non-profits must possess one or more of the following :
- 121 • a valid Alaska business license;
- 122 • a valid Alaska professional license;
- 123 • valid incorporated status under Alaska law
- 124 • tax exempt status under federal law.
- 125 D. Any person who qualifies under section A of this article is a voting member immediately
- 126 after signing the member attendance roster at any regular or special Council meeting. The
- 127 member attendance roster shall be used only for council business.
- 128 E. The Council shall not charge dues or require any financial contribution as a condition of
- 129 membership, voting, or other participation. The Executive Board may establish annual
- 130 voluntary dues.

ARTICLE VII: MEETINGS

- 134 A. There shall be a minimum of eight (8) general membership meetings per calendar year and
- 135 at least one meeting quarterly. Special meetings of the membership may be called by the
- 136 President, or the Executive Board, or by written petition of 10 council members delivered

- 137 to any officer, to address council business, including the accommodation of community
138 council responsibilities under municipal code §21.03.020.C.
- 139 B. All meetings shall be open to the public. Meetings shall be run in a manner intended to
140 increase the public expression and discussion of opinions held by Council members on
141 matters of community concern.
- 142 C. Minutes shall be taken or recordings shall be made at all regular and special Council
143 meetings, and shall be made available at the next council meeting.
- 144 D. After consulting with the Officers and Executive Board the President shall establish the
145 meeting agenda.
- 146 E. The Executive Board or their designees shall be responsible for publication of these
147 advance notices. Notices required:
- 148 1. Whenever possible, the agenda shall be posted at least seven (7) days in advance of the
149 meeting. The meeting date and time may be submitted to the media as a public service
150 announcement.
- 151 2. For meetings where annual elections take place, public notice should be done through
152 adequate and free print or electronic means to inform most, if not all, prospective
153 council members.
- 154 F. Ten (10) members of the general membership including two (2) executive board member
155 shall constitute a quorum, and no business may be conducted at a general membership
156 meeting unless a quorum is present and voting.
- 157 G. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all
158 matters not covered by the bylaws, acknowledging that strict adherence may not be
159 desirable for a neighborhood advocacy group such as the Northeast Community Council.
- 160 H. The Executive Board may meet prior to each General Meeting to set an agenda for the
161 meeting, but a quorum of the Executive Board must be present to conduct other business
162 besides setting the agenda. A quorum will consist of at least 51% of the members of the
163 Executive Board. Vacant seats will not be counted as part of the quorum equation.
- 164 I. Special meetings of the Executive Board may be called by the President, or by a majority
165 of the Board upon 24 hour notification of all Board members;
- 166 J. A resolution brought before the Council that is not related to an item on the published
167 agenda shall be voted on no earlier than the next regularly scheduled General Membership
168 Meeting following the meeting at which the resolution is introduced and read.
- 169 K. The Agenda shall include Executive Board members names, contact information, and
170 term. A list of standing committees shall also be published on the agenda. Community
171 Concerns shall be listed on the agenda for the express interest of the Council to be given
172 the floor to discuss events and concerns of community affairs with no motion or
173 resolutions allowed.

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175 **ARTICLE VIII: VOTING**
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- 177 A. Any member of the Council as defined in Article VI shall have one vote. If a single
178 individual possesses several kinds of property or businesses within the definition for
179 membership qualification, or meets the definition of member in more than one category,
180 he/she shall still have just one vote. Resident members that are representatives of Non-
181 profit associations, business owners, and non-resident property owners shall still only have
182 a single vote. Persons may be a member of more than one community council if they

- 183 qualify for membership.
184 B. A member must be present at the time of the vote in order to cast a vote. There will be no
185 proxy voting.
186 C. The opinion of an absent member on a voting issue may not be stated at a meeting during
187 discussion of the proposed issue to be voted upon.
188 D. Any motion the subject of which was not printed in the published agenda (prior to the
189 meeting) shall not be voted on until the next meeting unless it is a matter of urgency to the
190 council.
191 E. A motion to reconsider any vote must be made immediately after the vote to be
192 reconsidered.

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194 **ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS**
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- 196 A. The President or designee shall be charged with communicating official positions of the Council in
197 a timely manner to the appropriate agencies and individuals. The Council's official positions on
198 community matters may be communicated through resolutions, motions, position letters or emails.
199 The communication must include:
200 1. The date, type of meeting (general, special, executive), and when vote was taken;
201 2. A clear statement of the question voted on ,
202 3. The number voting "yes", the number voting "no" and the number abstaining.
203 4. Written or oral communication or any contact by a government official with a Board
204 Member concerning Council affairs, shall be reported as Old Business at the next
205 regular general membership meeting and shall be summarized in the minutes.
206 5. In public testimony, no officer or member shall commit the Council to a position not
207 previously voted on by the membership.
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209 **ARTICLE X: EXECUTIVE BOARD**
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211 Section 1. Executive Board

212 The Executive Board will be nine (9) persons elected by and from the membership at large.
213 There will be three (3) persons elected per year to serve three (3) year terms. Seat A, B and
214 C will expire in 2018; seats D, E, and F will expire in 2016; and seats G, H, and I will expire
215 in 2017, and every three years thereafter. Board members may not be of the same household.
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217 Section 2. Elections

- 218 A. Elections shall take place annually in April. The election shall be by secret ballot. A
219 nominating committee of at least two Council members shall be appointed by the President
220 at the February meeting. The slate of candidates shall be published in the April meeting
221 notices. Nominations will be accepted from the floor at the March and April meetings.
222 Proof of eligibility is required.
223 B. Council members must have attended three of the previous six general meetings in order to
224 be eligible to be an Executive Board member.
225 C. Executive Board Members shall be elected by majority vote.
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227 Section 3. Number of Executive Board Officers

228 The officers of the Executive Board shall be President, Vice-President, Secretary, Treasurer,

229 and Parliamentarian. The Executive Board will elect their officers to take office in May except
230 in case of a vacancy. The President and/or his/her designee shall serve as representative to
231 the Federation of Community Councils.

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233 Section 4. Duties of Board Members

234 A. President:

- 235 1. Act as the principal presiding officer and shall, in general, supervise the affairs of
236 the Council;
237 2. Ensures that these bylaws are followed and enforced;
238 3. Establishes meeting agenda in coordination with the Executive Board;
239 4. Act as the spokesperson for the Council.

240 B. Vice-President:

- 241 1. Greets member and guests and provides orientation of newcomers at general
242 meetings;
243 2. Keeps a sign-in log with the name, address and telephone number of each person
244 who attends a meeting. This log is to be turned over to the Secretary at the end of
245 each meeting;
246 3. Assumes the duties of President when the President is absent.

247 C. Secretary:

- 248 1. Ensures that copies of these bylaws are available for review and distribution at
249 every Council meeting;
250 2. Keeps and reports the minutes of all meetings;
251 3. Ensures proper distribution of meeting notes and agenda;
252 4. Is responsible for maintaining records and doing correspondence of the Council at
253 the discretion and direction of the President; and
254 5. Keeps custody of membership voting register (sign-in log).

255 D. Treasurer:

- 256 1. Keeps charge and custody of, and is responsible for all funds of the Council;
257 2. Makes disbursement as necessary upon the authorization of the Executive Board;
258 and;
259 3. Reports in writing at each membership meeting all receipts and expenditures for the
260 preceding month(s), including statement of the current balance of funds.

261 E. Parliamentarian:

- 262 1. Advises the President on matters pertaining to Robert's Rules of Order and
263 parliamentary procedure.
264 2. Keeps a copy of the current bylaws for reference.

265 F. Board Members:

- 266 1. Advise the President and serve on committees or in assignments as assigned by
267 the President.

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269 Section 5. Removal, Resignation, Vacancies

270 A. Vacancies shall be filled by appointment by the President with the approval of the
271 Executive Board. The appointed replacement will serve for the remainder of the
272 vacated term

273 B. Resignations shall be made in writing.

274 C. Three (3) absences from any five (5) consecutive meetings (Executive Board meetings

275 and monthly general membership meetings), by a Board member may constitute a
276 vacancy.

277 D. A Board Member may also be removed for due cause.

278 E. Any Officer or Board Member of the Council removed for violation of the Council's
279 rules or for due cause must be removed using the following the procedures:

280 1. Notice of cause must be presented to the President either in writing or by
281 announcement at the Executive Board Meeting.

282 2. The Executive Board will decide by a majority vote whether to bring the removal
283 before the general Council.

284 3. If approved to bring in front of the Council, written notice must be given to the
285 Board Member being considered for removal at least fifteen (15) days prior to the
286 general membership meeting.

287 4. Provisions must be made on the agenda for presentation of the allegations and to
288 allow the accused an opportunity to present his/her defense.

289 5. A two-thirds (2/3) vote of the Council members present and voting at the general
290 meeting is required for an Officer or a Board Member to be removed.

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292 **ARTICLE XI: COMMITTEES**

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294 Committees may be established by the Executive Board, President, or Community Council at
295 any time for whatever purpose deemed necessary. The nature and duties of the committees shall
296 be determined by the Executive Board.

297 Standing Committees are:

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|-----|----------------------------|-----|---------------------------|
| 298 | • <u>Alcohol Committee</u> | 301 | • <u>Parks Committee</u> |
| 299 | • <u>Bylaws Committee</u> | 302 | • <u>Trails Committee</u> |
| 300 | • <u>CIP Committee</u> | 303 | • <u>Picnic Committee</u> |

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305 At the May general membership meeting a list of all standing committees and their
306 chairperson(s) shall be reviewed and confirmed.

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308 **ARTICLE XII: FINANCES**

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

313 B. Disbursements by check over fifty dollars (\$50) must have two signatures; the Treasurer and
314 one other Executive Board Officer. All cash withdrawals must be approved by the
315 Executive Board.

316 C. A financial report signed by the Treasurer and the President and a person approved by the
317 Membership showing all receipts and expenditures shall be made yearly to the Council prior
318 to the election of new officers.

319 D. Authorization of the membership is not necessary to disburse funds raised for specific
320 Council projects, nor for government grants directed to the Community Patrol or specific
321 Council projects mentioned in the grant.

322 E. The Council may receive in-kind contributions, gifts, or grants with the approval of the

323 Board.

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ARTICLE XIII: AMENDMENTS

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ARTICLE XIV: DISSOLUTION

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Proposed bylaws changes must be noticed and discussed at a minimum of one General 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.

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.

These bylaws were approved at the NECC General Meeting of February 18, 2016 by a vote of the members present at the meeting.

Approval: 14 Yes 0 No 2 Abstaining

President, Rick Irwin

Secretary, Stuart Grenier

Previously amended:

02-21-2013

03-18-2010

09-17-2005

02-18-1999

11-17-1994

03-17-1994

03-21-1991