

# **BYLAWS OF THE NORTH STAR COMMUNITY COUNCIL**

## **ARTICLE I. NAME**

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

## **ARTICLE II. BOUNDARIES**

The Council shall include that area encompassed by Fireweed Lane to the South, Chester Creek to the North, Minnesota Drive to the West, and the Seward Highway to the East.

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. DEFINITION**

The Council is a nonprofit, voluntary, self-governing neighborhood association and is not a regulatory or legislative body. The Council is composed of residents 16 years of age or older, 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.

## **ARTICLE IV. PURPOSE (Anchorage Municipal Code 2.40.020)**

The purpose of this council is to provide a direct and continuing means of citizen participation in local affairs. This 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.
- D. The Council shall not endorse any candidate for local, state or federal elected office.

## **ARTICLE V. FUNCTION**

The Council has a policy and practice of open membership that encourages participation of persons from all segments of the community. The Council has a continuing obligation to remain representative of the residents of the district. The Council has the following advisory functions:

- A. In regard to the Anchorage comprehensive plans.
  - 1. Evaluate compliance with the plans, alerting Municipal officials to, or propose appropriate action regarding, any inconsistencies with the plans; and
  - 2. Conduct a continuing review and study of the plans to determine their workability and to advise municipal officials of, or propose any appropriate action regarding, proposed modifications or additions to these plans.
- B. Assume leadership and propose action in regard to enforcement of existing laws or ordinances; pursuit of rights under existing rights or ordinances; desired changes in or additions to laws or ordinances; or any matter of policy or regulation.
- C. Respond to local government proposals submitted to the Council.
- 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 protecting against misuse of the Council organization by, including but not limited to, the following.

1. special interest groups;
2. withholding information;
3. attempting personal financial or political gain;
4. intentionally misrepresenting or non-representing a cross-section of opinion;
5. not representing a minority opinion in addition to a 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.

## **ARTICLE VI. MEMBERSHIP**

A. The following persons are eligible for membership if they are age 16 or older:

1. Residents of the Council area;
2. Persons who reside outside the Council area but
  - a. own property within the Council area;
  - b. own or operate businesses physically located within the Council area; or
  - c. are designated representatives of businesses, corporations or non-profit organizations physically located within the Council area.

B. A property, business, corporation, or non-profit organization shall be represented by only one person. Each person can have only one membership, regardless of the number of properties and businesses owned. Businesses, nonprofits, and nonresident property owners shall designate a primary representative, and may designate an alternate representative, although each organization or owner shall receive only one vote.

C. An eligible person becomes a member immediately after signing the sign-in register available at every general membership meeting. Meeting and member attendance rosters shall be used only for Council business.

D. Annual dues will be \$ 5.00 per year. Payment is voluntary.

## **ARTICLE VII. MEETINGS**

A. There shall be a minimum of four (4) general membership meetings per year and at least one (1) meeting per calendar quarter. Special meetings of the general membership may be called by the Executive Board (the officers) or by written petition of ten (10) Council members delivered to any officer. Municipal code §21.03.020.C.

B. All meetings shall be open to the public.

C. A quorum shall be established when a majority of seated officers is present; vacant officers' seats shall not be considered in establishing a quorum.

D. Notices of meetings:

1. Notice of each general membership meeting and the meeting agenda shall be sent to all members signed in within the last 12 months. Notices and agendas shall be sent by electronic mail, unless the member arranges with an officer for notice by U.S. mail or other means.

2. Notice of meetings and meeting agendas shall be posted on the Federation of Community Councils (FCC) website.

3. For meetings where annual elections take place, public notice should be done through newspapers, publications, school distribution, and other adequate means to inform most, if not all, prospective Council members, to the extent budget and other resources allow.

E. The elected Council officers or their designee shall be responsible for publication of meeting notices.

F. Meetings shall be run in a manner intended to increase the public expression and discussion of opinions held by Council members on matters of community concern.

G. Meetings shall be as formal or informal as the number of participants will allow.

H. Minutes shall be taken or recordings shall be made at all regular and special Council meetings, and shall be made available within a reasonable time, either on the Council website, at the next Council meeting, or as otherwise determined by the Executive Board.

## **ARTICLE VIII. VOTING**

A. Any member of the Council as defined in Article VI shall have only one vote. Multiple property or business ownership does not entitle a person to multiple votes.

B. In order to be eligible to vote, a member must have attended and filled out the sign-in register at a previous meeting in the 12 months prior to the month in which the vote occurs. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.

C. A member who is absent may send a personal letter to the Council detailing his or her position on the question to be voted on, which shall be read by the president to the Council prior to the vote.

D. Any vote may be challenged and the sign-in 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 communicate any Council vote, advisory opinion, or other action to the appropriate party. The communication must include:

1. The date, type of meeting (general, special, executive) when the action was taken, and how this meeting was advertised;
2. How the vote or advisory opinion was arrived at—a meeting, telephone poll, and/or survey;
3. A clear statement of the action taken, including, in the case of votes, the question voted on and the results of the vote.

B. The President or President's designee making the communication shall read or report on the communication at the next general membership meeting. A copy of the letter, written presentation of public testimony, or other communication shall be included with 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 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.

## **ARTICLE X. OFFICERS**

### *Section 1. Officers*

A. The officers of the Council shall be the President, Vice President, Secretary, Treasurer, two (2) Members-at-Large, and the FCC Delegate and shall act as the Executive Board.

B. Officers shall serve for one-year terms, from June 1 to May 31.

C. Officers may serve only four consecutive terms in the same office.

### *Section 2. Election*

A. Election of officers shall take place annually, at the May general membership meeting.

B. Upon request of any member, the election shall be by secret ballot.

C. Candidates for officer positions may be nominated by any member. Nominations may be made at the March, April or May general membership meetings.

### *Section 3. Duties of Officers*

The Officers shall in general perform all duties incident to the offices they hold and such other duties that may be assigned by the President.

A. The President shall:

1. 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;
2. After consulting with the officers, the President shall establish meeting agendas.

B. The Vice President shall:

1. Be parliamentarian or designate a parliamentarian for each meeting;

2. Keep a sign-in register with the name, physical address, e-mail address, and phone number of each person who attends a meeting. This sign-in register is to be turned over to the secretary at the end of each meeting; and

3. Assume the duties of President when the President is absent.

C. The Secretary shall:

1. Ensure that copies of these bylaws are available for review at every Council meeting;

2. Keep and report the minutes of all meetings;

3. Be responsible for sending copies of minutes to the Community Councils Center;

4. Ensure proper distribution of meeting notices and agenda;

5. Be responsible for maintaining records and preparing correspondence of the Council; and

6. Keep custody and provide copies to the FCC of the sign-in register. Ensure the sign-in registers are available at every Council meeting to determine voting eligibility.

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; and

3. Report at each membership meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.

E. The Members-at-Large shall have duties assigned by the President or membership.

F. The FCC Delegate shall represent the Council at meetings of the Federation of Community Councils. The Council may also appoint alternate FCC delegates.

*Section 4. Resignations, Vacancies, and Removals*

A. Resignations shall be made in writing or in person and recorded in the minutes at a general membership meeting.

B. Three (3) consecutive unexcused absences by an officer shall constitute a vacancy. Vacancies created by removals, resignations, or absences can be filled temporarily by appointment by the Executive Board until an election is held by the voting membership at the next general membership meeting or at the next annual election.

C. Any officer of the Council may be removed for violation of the Council's rules.

1. Written notice must be given to the officer(s) or the Member-at-Large 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;

3. A two-thirds (2/3) vote of the Council members present and voting is required for an officer to be removed.

#### *Section 5. Meetings of the Officers*

A. The officers (Executive Committee) should meet at least monthly and all meetings will be open to the general membership.

B. Special meetings may be called by the President, or a majority of the officers, upon notification of all officers.

C. Any action taken by the officers shall be presented at the next general membership meeting.

D. The necessary quorum shall be a majority of elected officers.

## **ARTICLE XI. COMMITTEES**

Advisory committees may be established by the President or general membership at any time for any necessary purpose. The President or a committee member shall report to the general membership on committee activities.



## **ARTICLE XII. FINANCES**

A. Funds collected by the Council shall be deposited into an account at an established bank or credit union with the Treasurer being responsible for all deposits and accountings.

B. The Council may receive gifts, grants, contributions, or in-kind donations from members or others to meet the costs of its operations.

C. The Treasurer shall have the authority to sign all checks and make all withdrawals, but shall do so only at the direction of the President or a majority vote at a general membership meeting.

D. The Treasurer shall give a verbal report at each general meeting of the membership and an annual report to the Council members on the Council's finances or a compilation of Treasurer's reports.

E. The Treasurer shall produce all receipts, check registers, and financial documentation of the current council year within 10 days of a request by any member.

## **ARTICLE XIII. AMENDMENTS AND ADDITIONAL PROCEDURES**

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

B. The latest edition of Robert's Rules of Order shall govern those procedures not addressed in these bylaws, and may be invoked by a majority vote of the voting members present at a meeting.

## **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.

Enacted this ~~12<sup>th</sup>~~ day of September 2018.

2/13/2019



Samuel Moore, President and FCC Delegate



Mark Butler, Vice President

\_\_\_\_\_ Andre Camara, Treasurer

In Favor 4 Against 0  
Abstention 0