

**MUNICIPALITY OF ANCHORAGE**  
**ASSEMBLY INFORMATION MEMORANDUM**

No. AIM 137-2017

Meeting Date: November 21, 2017

1 **From:** CHAIR  
2 **Subject:** Conforming Community Council Bylaws, Revised – Downtown  
3 Community Council  
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5 In accordance with AO 2014-3(S) passed on February 11, 2014, the Municipal Clerk  
6 reports the following:  
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- 8 • *Downtown Community Council* submitted its revised bylaws to the  
9 Municipal Clerk. After review by the Municipal Ombudsman, the bylaws  
10 have been returned to the Municipal Clerk’s Office as conforming.  
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12 The Municipal Ombudsman recommends these conforming bylaws be accepted  
13 by the Assembly, as attached.  
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16 Prepared by: Karissa Sleppy, Administrative Assistant  
17 Approved by: Barbara A. Jones, Municipal Clerk  
18 Respectfully submitted: Dick Traini, Chair

**COMMUNITY COUNCIL BYLAWS  
DOWNTOWN COMMUNITY COUNCIL BYLAWS**



**ARTICLE I: NAME**

The name of this organization shall be the Downtown 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 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;

## # 9.E.2.

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.



B. 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.

C. 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. 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.

E. After consulting with the officers and Executive Board the President shall establish the meeting agenda.

F. Notices:

1. 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.

2. The meeting date and time may be submitted to the media as a public service announcement.

## # 9.E.2.

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 for meetings and special meetings shall be defined as the number of eligible voting members present, which total equal to or greater than the number of currently serving officers.

I. Robert's Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws.

### 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. If a person found to not have been a member of the Council as defined in Article VI, yet has voted on a council matter while being ineligible, that vote may be subject to annulment.

D. To be eligible to vote in a council meeting, an eligible member must have attended one community council meeting in the preceding 12 months as a prerequisite to voting eligibility. Prior meeting attendance at

two community council meetings in the preceding 12 months prior to an election is required in order to vote for election of council officers and executive board members.

- E. The prior month's minutes and/or official roster/attendance sheet, verified by the Executive Board, shall determine eligible voting members.

#### **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: OFFICERS**

##### **A. Officers:**

The officers of the Council shall be the President, Vice-President, Secretary, Treasurer, and up to three (3) members-at-large. The officers shall be called the Executive Board. The purpose of the Executive Board is to receive notice and conduct council business between meetings per municipal code §2.040.036.

B. The offices of President, Vice-President, and Treasurer shall be limited to five (5) consecutive one (1) year terms. Individuals who have served five (5) consecutive one (1) year terms as President or Vice-President can seek reelection to those offices after a minimum of one (1) year term has transpired. There shall be no term limits for the offices of Secretary and Members-At-Large.

##### **C. Elections:**

1. Elections shall take place annually. The elections shall be by secret ballot during the September general membership meeting, unless an uncontested slate of candidates is presented to the membership, and there are no nominations from the floor, in which case the membership may accept the slate as presented by simple majority vote.

2. Officers shall be elected by majority vote.



## # 9.E.2.

### D. Duties of Officers:

1. The President shall be the principal presiding officer, and:
  - a. Shall in general supervise the affairs of the Council;
  - b. Ensure that these bylaws are followed and enforced;
  - c. Be the spokesperson for the Council;
  - d. Assume, or delegate, all duties and responsibilities not assigned to any Council Officer by these bylaws.
2. The Vice-President:
  - a. May serve as parliamentarian as needed;
  - b. Shall assume the duties of President when the President is absent.
3. The Secretary shall:
  - a. Ensure that a copy of the bylaws is available at every Council meeting;
  - b. Keep and report the minutes of the meetings;
  - c. Be responsible for the correspondence of the Council at the discretion and direction of the President;
  - d. Work with Treasurer to ensure that meeting and attendance rosters shall be used only for council business
  - e. Work with the FCC to submit agenda one week, but no less than two days prior to the upcoming meeting
4. The Treasurer shall;
  - a. Have charge and custody of, and be responsible for, all funds of the Council;
  - b. Make necessary disbursements and withdrawals as outlined in Article XII, Section A of these bylaws and
  - c. Report at each monthly meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.
  - d. Responsible for voting roster and maintaining records as needed; Keep custody of the membership voting register and ensure that it is available at every Council meeting
5. The Member(s)-At-Large shall;
  - a. Attend Executive Board and Council meetings; and
  - b. Perform other duties as assigned.

### E. Ex Officio Board Members:

Ex officio members will hold non-voting membership in the council. Ex officio positions shall represent a downtown entity and shall to serve as a liaison to the council. The council may establish additional ex officio memberships at any time. Additional ex officio memberships shall be voted upon by the membership in a majority vote.

The following entities serve as an ex officio member on the council:

1. Anchorage Downtown Partnership



F. Resignations, Removals and Vacancies:

1. Resignations shall be made in writing;
2. Three (3) consecutive unexcused absences by an officer shall constitute a vacancy;
3. An officer may be removed from office for any reason by a two-thirds (2/3) vote of the voting membership present at a regularly scheduled meeting; and
4. Resignations, vacancies and removals shall be filled temporarily by appointment by Executive Board until an election by the voting membership can be scheduled after at least thirty (30) days notice to the general membership.

G. Meetings of the Executive Board:

1. All meetings shall be open to the general public;
2. The Executive Board shall meet at least monthly;
3. Special meetings of the Executive Board may be called by the President, or by a majority of the Board upon 24 hour notification of all Board members;
4. Any action taken by the Executive Board shall be presented at the next general membership meeting;
5. A quorum is a majority of the Executive Board, i.e., four (4) members of the Board.

**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 Treasurer being responsible for all deposits and accountings.

B. The Treasurer shall sign each check or withdrawal. If the Treasurer is not available the President shall sign the check or withdrawal in place of the Treasurer.

## **# 9.E.2.**

C. 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: 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.