

Bylaws Of Abbott Loop Community Council

Article I Name

The Name of this organization shall be the Abbott Loop Community Council, hereinafter referred to as the "Council." The Abbott Loop Community Council is a non-profit, voluntary, self-governing association composed of residents, property owners, business owners and representatives from non-profit associations and other entities located within geographical areas designated as districts by the Anchorage Municipal Assembly.

Article II Boundaries

The geographical boundaries adopted by the Anchorage Assembly and appropriate associated map listed under municipal code §2.40.040 (Figure 1) 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 Commissioner and to the Assembly for final review and approval.

Article III Purpose

The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs and to perform those functions and exercise those powers granted or permitted by provision of municipal code §2.40.050 and §2.40.060. 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 of receiving opinions, needs, desired 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.
- D. The Council shall not endorse a candidate for Federal, State or Municipal elected office

Article IV 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 §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; and,
 - tax exempt status under Federal Law.

- B. If more than one qualifying resident share 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 organizational 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 General Membership meeting (as described in Article V) and having attended one (1) Council meeting in the preceding 12 months. The membership list and meeting 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 may collect “voluntary annual dues” to help fund the Council’s operating expenses.

Article V Meetings

The Council has a policy and practice of open meetings to encourage participation of persons from all segments of the community. General Membership meetings shall use Roberts Rules of order.

- A. General membership meetings shall normally be held the last Thursday of every month. Special membership meetings can be called by the President or designee at the request of any ten (10) members. No general membership meeting may be held without prior membership notification. Minutes shall be taken at all meetings.
- B. A quorum shall be the members present at a meeting (Including 2 of the 4 elected officers and 4 members of the board).
- C. Each member present at a meeting will have one vote. (Eligibility per Article IV). Any person casting a vote may be challenged as to their eligibility for membership. If the person challenged cannot provide proof of eligibility requirements, their vote will not be counted. Matters will be passed by a simple majority of those present, except as specified elsewhere in the By-laws.
- D. Meeting Procedure:
 - a. Speakers List - If applicable, to ensure an equal opportunity for all Council members to express their views in an orderly manner, a speakers list for old and new business will be posted. Speakers will be heard to three (3) minutes either for or against a subject. Rebuttals will be limited to one (1) minute. Open discussions will follow the speakers list.
 - b. Prior to speaking, a member will announce their name and street.
 - c. New business introduced from the floor, which requires a recommendation to the Municipality, or State shall not be voted upon until the following meeting, thereby permitting notification of all the members of the business item. A 2/3 vote may override this rule.

- d. Any vote taken on other than internal procedural matters of the Council will be reported in their entirety to include (1) number of members present, (2) number of "yeas", (3) number of "nays" (4) number of abstentions.

E. Special meetings/Board of director meetings:

- a. Items of importance to the Council which require action during the time after the last General Membership meeting and before the next scheduled one, may be decided by a vote of at least seven (7) of the thirteen (13) board members. The results of such votes and all action taken shall be fully reported at the next General Membership meeting by the Secretary.
- b. Meetings of the Board of Directors may occur at any time for the purpose set forth in in the previous section. Such meetings do NOT require prior public notification. Any member of the council is welcome to attend.

Article VI Officers/Board of Directors

- A. **Organization:** The Council shall consist of eligible members, a Board of Directors, Council Officers, and as needed, working committees. The Board of Directors shall consist of nine (9) Council members, and four (4) Council officers of President, Vice President, Secretary and Treasurer.
- B. **General Duties of Council Officers:** Officers of the Council are to carry out internal procedural matters of the Council, coordinate presentations at meetings with necessary agencies, and organizations, and report actions taken by the Council. Any officer who specifically or by inference indicates that they are speaking for or representing the Council beyond the reporting of a vote or specifically authorized to do so by vote of the members will be subject of recall vote.
- C. **Officers:** The members shall elect a President, Vice President, Secretary, and Treasurer to serve as the Council's officers. The members shall elect 9 members to serve on the Council's Board of Directors.
 - a. President - The President shall be the principal officer of the Council and shall in general supervise and control the business and affairs of the Council. They shall, when present, preside at all meetings and shall perform all duties incident to the office and such other duties as may be appropriate from time to time.
 - b. Vice- President - In the absences of the President, the Vice-President shall perform the duties of the President. They shall arrange for the meeting place. The Vice President shall supervise the activities of the Publicity Committee. The Vice-President shall perform other such duties from time to time as may be assigned by the President.
 - c. Secretary - The Secretary shall keep the minutes of the meetings. The Secretary is responsible for maintaining records and correspondence of the Council. The Secretary shall perform other such duties from time to time as the President or designee may assign them
 - d. Treasurer - The Treasurer shall be responsible for the management of the Councils finances including regular/monthly status reports to be known as the "Treasurer's

Report," also for the annual report to the Council members known as the "Treasurer's Annual Report. The Treasurer will have charge and custody of and is responsible for all funds of the Council. The Treasurer will make disbursement as necessary upon the authorization of the board. The Treasurer shall perform other such duties from time to time as the President or designee may assign them.

- e. *Board of Directors* – Members of the Board of Directors shall attend the General Membership meetings, serve on Council committees and assist in Council business. Members of the Board of Directors shall perform other such duties from time to time as the President or designee may assign them. As much as is possible, board members should represent a geographical diversity within the council boundaries.
- D. Elections: Officers and Board of Directors will be elected annually at the September meeting. Eligibility to run as an Officer or member of the Board of Directors complies with the definition of membership in Article IV.
- E. Tenure: Officers/Board of Directors will serve for a one-year term and may be re-elected to consecutive terms.
- F. Vacancies: The President or designee may appoint a member to fill a vacant position until an election can be held to fill the unexpired term. The election must be announced through membership notification to members.
- G. Absences: Any Officer/Board of Director absent from six (6) consecutive meetings may be removed from office at the sixth meeting and an election scheduled for the next meeting to fill the vacancy.
- H. Recall: A simple majority of the members at a General Membership meeting may vote for a recall election at the next monthly meeting. At that next meeting, a two-thirds vote of no confidence is required to recall an officer or board member.
- I. Public Office: An Officer or Board of Director of the Abbott Loop Council must resign immediately from their position when the member formally declares a candidacy, is elected or appointed to Municipal, State or Federal Office. Formal declaration means submitting a press release or filing a notice of intent to run for office, or forming a campaign committee, or soliciting funds. Elected officials are not eligible to serve as an Officer or Board of Director.

Article VII Committees

- A. There may be two types of committees. (1) Standing committees could be permanent committees of long duration. (2) Special committees and subcommittees could be formed to act on specific problem areas and tasks.
- B. Committees may be established at the recommendation of the President with the approval of the Board of Directors or the Council.
- C. Suggested Standing committees are:

(a.) Planning and Zoning Committee: This committee will be the primary point of contact for planning and zoning matters. The committee will relay information to the Council, make presentations to the Council, and relay any comments and recommendations to the Municipality that are authorized by the Council. The committee may be requested to perform other duties by the President or designee.

(b.) Roads and Projects: This committee will be the primary point of contact for roads, sewer, water, power, telephone, gas and other services provided to the members of the Council. The committee will relay information to the Council and relay any comments and recommendations to the Municipality and other public service providers as authorized by the Council. The committee may be requested to perform other duties by the President or designee.

(c.) Parks and Recreation Committee: This committee will monitor the Councils Parks and Recreational areas, and make recommendations on conditions, changes and updates that pertain to the areas. The committee may be requested to perform other duties by the President or designee.

(d.) Membership Committee: This committee will be responsible for increasing the general membership and participation to the Council and maintaining the general membership list. The committee may be requested to perform other duties by the President or designee.

(e.) Alcohol/Marijuana Committee: This committee will be responsible for reviewing renewals, licenses and permits for alcohol and marijuana establishments. The committee may be requested to perform other duties by the President or designee.

Article VIII Amendments

- A. Proposed bylaws changes must be noticed and discussed at a minimum of one (1) General Membership meeting prior to the meeting at which action will be taken. The notice shall include a state of the articles to be changes and the reason. The bylaws may be amended or repealed by a two-thirds (2/3) vote of the members present at a General Membership meeting.
- B. Within 45 days of approval by the Council 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 IX Finances

- A. There are no mandatory dues. However, the Council shall encourage its members and others to donate funds for the operation of the Council.

- B. 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
- C. 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.
- D. Reports of the Council's financial status shall be reported at each meeting and reflected in the minutes.

Article X Dissolution of the Council

- A. Unless otherwise provided by law, dissolution may occur by a vote of three-fourths (3/4) of the Council members at a General Membership meeting called for that purpose, or by mail ballot
- B. 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.

Updated and ratified by the Council this 27th day of May 2021.

Bruce Roberts

Bruce Roberts
President, Abbott Loop Community Council

Patti Higgins

Patti Higgins
Secretary, Abbott Loop Community Council