

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
6 to 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 Lights
11 Boulevard; the eastern and northern boundaries to the military installation Joint Base Elmendorf
12 Richardson (JBER).

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14 The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-
15 11), 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 meeting the qualifications for membership as outlined in
26 Article VI of these bylaws and municipal code chapter 2.40. Community councils are
27 created by the Anchorage Municipal Charter to “afford citizens an opportunity for maximum
28 community involvement and self-determination.” There shall exist between the Council and
29 local 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;

- 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 council
153 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 term.
170 A list of standing committees shall also be published on the agenda. Community Concerns
171 shall be listed on the agenda for the express interest of the Council to be given the floor to
172 discuss events and concerns of community affairs with no motion or resolutions allowed.

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174 **ARTICLE VIII: VOTING**

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

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

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

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208 **ARTICLE X: EXECUTIVE BOARD**
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210 Section 1. Executive Board

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

215
216 Section 2. Elections

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

225
226 Section 3. Number of Executive Board Officers

227 The officers of the Executive Board shall be President, Vice-President, Secretary, Treasurer, and
228 Parliamentarian. The Executive Board will elect their officers to take office in May except in

229 case of a vacancy. The President and/or his/her designee shall serve as representative to
230 the Federation of Community Councils.

231

232 Section 4. Duties of Board Members

233 A. President:

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

239 B. Vice-President:

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

246 C. Secretary:

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

254 D. Treasurer:

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

260 E. Parliamentarian:

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

264 F. Board Members:

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

267

268 Section 5. Removal, Resignation, Vacancies

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

272 B. Resignations shall be made in writing.

273

- 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 Board
285 Member being considered for removal at least fifteen (15) days prior to the general
286 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 Executive
315 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, or government grants directed to the Community Patrol, or specific
321 Council projects.

322 E. The Council may receive in-kind contributions, gifts, or grants with the approval of the
323 Board.
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325 **ARTICLE XIII: AMENDMENTS**

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327 Proposed bylaws changes must be noticed and discussed at a minimum of one General Council
328 meeting prior to the meeting at which action will be taken. The notice shall include a
329 statement of the articles to be changed and the reason. The bylaws may be amended or repealed
330 by a two-thirds (2/3) vote of the members present at a general or special meeting. Within 45
331 days of approval by the membership, bylaws amendments shall be filed with the Municipal
332 Clerk for acceptance by the Municipal Assembly as required by municipal code chapter 2.40.
333 It shall be the responsibility of the Council President, or designee, to timely notify the Municipal
334 Clerk regarding bylaws amendments.
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336 **ARTICLE XIV: DISSOLUTION**

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338 Unless otherwise provided by law, dissolution may occur by vote of two-thirds (2/3) of the
339 members of the Council at a regular Council meeting, at a special meeting called for that
340 purpose, or by mail ballot. Such action requires sixty (60) days written and distributed notice
341 addressing the intentions and reasons for such dissolution. If the Council is dissolved by law
342 or by this Article the Council’s property including, but not limited to, funds remaining in the
343 Council treasury after all obligations are met, may be donated. The Council’s donation shall be
344 made to a nonprofit organization designated in the dissolution action.
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349 _____
350 President, Rick Irwin Secretary, Stuart Grenier

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352 Approval: ___Yes ___No ___Abstaining

353
354 Original
355 (TBD)

356
357 Previously amended