

SOUTH FORK COMMUNITY COUNCIL
BY-LAWS

ARTICLE I - NAME

Let it be known to all concerned that this community council will be known as the South Fork Community Council.

ARTICLE II - BOUNDARIES

The point of beginning being the SW corner of Section 19, T13N, R1W, thence in a northerly direction along the boundary line of the Fort Richardson Military Reservation to the SW corner of Section 19, T14N, R1W; thence in a westerly direction along the boundary line of the Fort Richardson Military Reservation to the 1/4 section line of Section 23, T14N, R2W; thence northerly along the 1/4 section line of Sections 23 and 14, T14N, R2W to the north line of Section 14; thence easterly along the north line of Section 14 to the southerly bank of Eagle River; thence in a south-easterly direction along Eagle River to a point where Eagle River crosses the south line of Section 22, T13N, R1E; thence in a westerly direction along the section line to the SW corner of Section 19, T13N, R1W (point of beginning).

ARTICLE III - DEFINITION

The South Fork 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 the Council boundaries. The Council is not a branch or layer of government. The Council is not a regulatory or legislative body. The Council is politically non- partisan.

ARTICLE IV - PURPOSE

This community council is formed of the need for better community development and as a common bond to unite the residents of these areas into an equitable, sound working body. Its purposes will include, but are not limited to, the following:

- a. Provide an ongoing forum so that people can discuss mutual concerns.

- b. Provide people with a method to work together to improve the community.
- c. Meet with public officials to review and comment upon zoning changes, subdivisions, housing developments, and ordinance changes before they go to public hearings.
- d. Provide government agencies with a method for receiving opinions, desires and recommendations of the residents.
- e. Help Municipal agencies and officials to determine the needs of the community.
- f. Initiate public education programs and workshops.
- g. Create a sense of community and provide people with a means of getting to know their neighbors and their neighborhood.

ARTICLE V - FUNCTION

The South Fork Community Council has a policy and practice of open membership which encourages participation of persons from all segments of the community. The Community Council has a continuing obligation to remain representative of the residents of the district. As a representative Community Council, the South Fork Community Council has the following functions:

- a. In regard to the Anchorage comprehensive plan:
 - 1. Evaluate compliance with the plan, alerting Municipal officials to, or propose appropriate action regarding, any inconsistencies with the plan; and
 - 2. Conduct a continuing review and study of the plan to determine its workability in each district and to advise Municipal officials of, or propose any appropriate action regarding, proposed modifications or additions to the plan;
- b. Assume leadership and propose action in regard to enforcement of existing laws or ordinances; pursuit of rights under existing laws 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 submitted to the Community Council;
- d. Work with local government and other governmental entities, as well as with persons and groups outside the government, to accomplish district goals, including goals which may have an area-wide impact;
- e. Maintain credibility by not allowing misuse of the Council organization by, including but not limited to, the following:

1. Special interest groups;
 2. Withholding of information;
 3. Attempting personal financial or political gain;
 4. Intentionally misrepresenting or non-representing a cross-section of opinion; and
 5. Non-representing a minority 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;
 - h. Publicize widely within the community all Council activities and results of those activities;
 - i. All written records pertaining to council business shall be kept, and made accessible to the membership upon request;
 - j. Maintain copies of all Council minutes for community inspection at the Community Councils Center; and
 - k. Inform the Municipal Assembly of Council actions and concerns.

ARTICLE VI - MEMBERSHIP

Membership is available to:

- a. Any person 18 years of age or older is eligible for membership provided that the person is a homeowner, tenant, resident, property owner, business owner, or a designated representative of a corporation or non-profit association physically located within the boundary described in Article II.
- b. A person meeting the criterion, above, is a registered member after signing the membership-voting register available at every monthly meeting. Their membership, which begins at the meeting upon signing, remains in effect for a twelve (12) month period, with the proviso that they continue to meet the criterion, above.

ARTICLE VII - MEETINGS

- a. General Membership Meetings and Annual Meeting.
Meetings are generally held on the first Thursday of each month for the months of September, October, November, December, January, February, March, April, May, and

June. A monthly meeting maybe skipped following a majority vote by the membership during the meeting immediately prior to the meeting to be skipped. However, at least four (4) meetings must be held each calendar year.

b. Special Meetings.

1. A special meeting may be called at the discretion of the President.
2. At the request of a member, the officers may by general agreement of a majority of officers call a special meeting.
3. A reasonable attempt will be made to publicize all special meetings.
4. A special meeting of the Board of the Council may be called by the President or a majority of the Board members to address Council issues that may arise between monthly meetings that must be resolved prior to the next monthly meeting.

c. All meetings shall be open to the general public.

d. After consulting with the officers, the President shall establish the meeting agenda.

e. The agenda for each meeting will be sent to all members registered within the last 12 months if deemed necessary by general agreement of the Council members, or at the discretion of the Council President.

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

g. Order:

1. Meetings will be conducted under Robert's Rules of Order;
2. However, meetings shall be as informal as the number of participants will allow;
and
3. 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. Any limitations imposed by the Council on this rule must apply equally to all members.

h. The length of monthly meetings of the Council will be limited to a two (2) hour time period, with a majority vote of the members present necessary to extend the meeting beyond two (2) hours. The President of the Council has the authority to limit discussion on any issue in order to keep the meeting on schedule.

ARTICLE VIII – VOTING

- a. Any member of the South Fork Community Council as defined in the preceding Articles shall have one vote. Even if a single individual possesses several kinds of property or business within the definition for membership qualification, they shall still have just one vote.
- b. Each registered member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
- c. An already registered 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 of the Council or their designee, prior to the vote. The President of the Council may summarize the content of such personal letter(s), if reading the personal letter(s) in their entirety would unnecessarily and significantly delay action of the Council.
- d. Any vote may be challenged and the membership voting 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 be charged with written communication or verbal testimony of any Council vote to the appropriate party. The communication must include:
 1. The date, type of meeting (general, special, executive) when vote was taken;
 2. How the vote or advisory opinion was arrived at - a meeting, telephone poll and/or survey;
 3. A clear statement of the question voted on;
 4. The number voting yes;
 5. The number voting no; and
 6. An abstention shall be numbered in the voting only when a member is present at the time of the vote and requests that an abstention vote be recorded.
- b. Copies of all such communications shall be read as part of the minutes at the next general membership meeting following the sending of a letter, presentation of public testimony or other communication, and shall be attached and presented as part of 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 as old business 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 - Numbers and Kind.

Members shall elect a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and two (2) Officers-at-Large, to serve as the Council's officers. These seven (7) officers shall be known as the Board of the Council.

Section 2 – Eligibility.

All potential candidates for Council officers must be:

- a. members of the Council in good standing, and
- b. have attended minimally three (3) meetings during the twelve (12) month period prior to the annual election.

Section 3 – Elections.

Elections of officers will be held annually in October. All nominations will come from the floor, during the September and October meetings. Nominations will be accepted by the nominee prior to the vote. In the event that the normal October election is cancelled for any reason, the election will be held at the next regular meeting. All votes cast must be by Council members present, as per procedures outlined in Article VIII.

Section 4 – Tenure.

All officers are elected for a one (1) year term. The term of the President shall not exceed 3 consecutive years without at least one intervening year. No President shall exceed 6 years in office.

Section 5 – Vacancies.

If an officer is unable to perform the functions of the position, or resigns, the Board members shall elect a replacement by majority vote of the Board. The replacement officer shall serve the balance of the unexpired term.

Section 6 – Absences.

Three unexcused absences by a Board member at general membership or special meetings may be grounds for removal from office by a simple majority vote of the Board.

Section 7 – Recall.

A simple majority of one general membership meeting may vote for a recall election at the next regular meeting. At that meeting, a two-thirds vote of no confidence is required to recall an officer.

Section 8 – Duties.

In general, 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. Officers shall not represent any opinion or position on any issue as the official view of the Council unless authorized by majority vote of the officers. Reporting of specific votes may be performed by anyone.

Specifically, the duties and powers of the officers of the Council shall be as follows and as shall hereafter be set out by resolution of the Council.

- a. President - The President shall be the principal executive officer and shall preside over all business and affairs of the Council; in addition, the person holding this office shall be permitted such other duties as are necessarily incident to the office.
- b. 1st Vice President - In case of the absence of the President, the 1st Vice President shall perform the duties of the office of President and will perform such other duties as may be assigned by the President or which might be incident to the office of 1st Vice President.

- c. 2nd Vice President - In case of the absence of either or both the President and/or the 1st Vice President, the 2nd Vice President shall perform the duties of the office of President or 1st Vice President. The 2nd Vice President shall perform such other duties as may be assigned by the President or which might be incident to the office of 2nd Vice President.
- d. Secretary - It shall be the duty of the Secretary to:
 - 1. Give notice of meetings and keep a record of proceedings.
 - 2. Supervise and conduct all correspondence.
 - 3. Keep a Record of all membership lists.
 - 4. Perform any other duties incident to the office of Secretary.The Secretary shall record and report all votes in their entirety of all general membership, Board and special meetings including the number of members present; the number of "yeas"; the number of "nays"; and the number of abstentions.
- e. Treasurer – It shall be the duty of the Treasurer to:
 - 1. Keep a record of all monies.
 - 2. Present a full statement of the finances at the Annual meeting.
 - 3. Perform any other duties incident to the office of Treasurer.
- f. Officers-at-Large - There shall be two (2) Members-at-Large elected to the Board of the Council. Officers-at-Large may be appointed to chair committees and requested to perform other duties as deemed necessary by the President.

Section 9 – Finances.

- a. Responsibility - It shall be the responsibility of the Treasurer to maintain a record of all financial transactions of the Council.
- b. Dues - Dues will not be collected. However, upon a vote the Community Council members may decide to raise funds for a special project or purpose.
- c. Funds collected by the Council shall be deposited into a special account at an established bank with the Treasurer being responsible for all deposits and accountings.
- d. No Council member or officer will personally accept entertainment, gifts, moneys, acquisition of services, or anything of value more than \$50.00 per calendar year for the purposes of influencing council business or decision-making.

- e. A financial report signed by the Treasurer and the President showing all receipts and expenditures shall be made yearly to the Council at the January meeting.

ARTICLE XI - COMMITTEES

Section 1 - Types of Committees.

There may be two types of committees. Standing committees may be permanent committees of long duration. Special committees and sub-committees may be formed to act on specific problem areas and/or tasks.

Section 2 - Standing Committees.

Standing committees are Roads; and Parks and Recreation.

Section 3 - Special Committees.

Special committees may be established at the recommendation of the President or at the request of a member with the approval of a majority of the Board members.

ARTICLE XII - AMENDMENTS

These By-Laws may be altered, amended or repealed by two-thirds vote at any general membership meeting if at least (30) days notice is given of the intention to alter, amend or repeal By-Laws at such a meeting. The notice should include the text of the changes to the By-Laws and the reasons for such a change.