

**BYLAWS
OF
BIRCHWOOD COMMUNITY COUNCIL**

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ARTICLE I

NAME The name of this council shall be the Birchwood Community Council

ARTICLE II

BOUNDARIES The Birchwood Community Council shall include that area depicted in the official Map on file with the MOA, bounded by Knik Arm, the stream known as Peters Creek, the New Glenn Highway, then following the centerline of Fire Creek where it crosses (into Birchwood) under the New Glenn Highway, running north, until it intersects the westernmost border within Section 25, then proceeding true north along that section line to Knik Arm. (see map attached).

ARTICLE III

DEFINITION & PURPOSE The Birchwood Community Council is a non-profit, voluntary, self-governing association. The purpose of this Council is to provide a direct and continuous means of citizen participation in local affairs. A Council exists to afford citizens an opportunity for maximum involvement and self-determination.

This Council is intended to give:

- 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 a positive impact on their communities development and services; and
- Government agencies a method for receiving opinions, needs, desires, and recommendations of residents and groups; and
- Local governing bodies an improved basis for decision making and assignment of priorities for all programs affecting community development and individual well-being; and
- The community an opportunity to be informed of all issues that may affect it.

ARTICLE IV

FUNCTION The Birchwood Community Council may have but is not limited to the following functions in regard to the Anchorage & Chugiak-Eagle River Area Comprehensive Plan;

- Evaluate compliance with the Plan, alerting municipal officials to, or proposing appropriate action regarding any inconsistencies with the Plan, and
- Conduct a continuous review and study of the Plan to determine its workability in each district and to advise municipal officials of, or propose appropriate action regarding proposed modifications or additions to the Plan;

Assume leadership and propose action in regard to enforcement of existing laws or ordinances; pursuit of rights under existing rights or ordinances;

desired (or opposed) changes in, or addition to, laws and ordinances, or any manner of policy regulation;

Respond to local, State, or Federal government proposals submitted to the Community Council;

Work with the local government and other government entities, as well as with persons or groups outside the government to accomplish district goals, including goals that may have an area-wide impact;

Advise and recommend to the appropriate governmental officials on such issues as;

- Budgets, mill levies, fees and other sources of proposed revenue deemed appropriate for the carrying out of governmental programs within the district; and
- Roads, parks, recreation, educational matters and proposed ordinances and programs affecting the district, and
- All land use matters affecting the district, including but not limited to, the Chugiak-Eagle River Comprehensive Plan, as well as zoning matters, plats, special exceptions, land use permits, and variances.

CREDIBILITY

The Birchwood Community Council shall maintain credibility by not allowing misuse of the Council association by including, but not limited to, the following;

- Special interest groups,
- Withholding of information,
- Attempting personal or financial gain,
- Intentionally misrepresenting or not representing a cross-section of opinion,
- Not representing a minority in addition to a majority opinion, and
- Requiring disclosure of conflict of interest by any Officer.

Educate local citizens with information concerning area issues and maintain an effective communication system to continue that education;

Solicit items of concern to Council members and generate public interest and participation in community matters originating within the Council area;

Publicize widely within the community all Council activities and results of those activities;

WRITTEN RECORDS

Keep written records of all council activities and results of those activities and inform the appropriate agency of council actions and concerns;

COUNCIL RECORDS

Maintain all copies of all Council records, minutes with attachments, and reference materials for community inspection at the Chugiak-Eagle River Library and, if necessary, the Federation of Community Councils Center.

ARTICLE V

MEMBERSHIP

Any person 18 years of age or older is eligible for membership provided that the person is a homeowner, tenant, resident, property owner, or one designated as a representative of a corporation or non-profit organization physically located within the boundaries in ART. II.

A person is a registered member immediately after signing the membership voting register available at every monthly meeting.

A copy of the Bylaws of the Council shall be available to members at all meetings through the Secretary.

ARTICLE VI

MEETINGS

The regular meetings of the Council shall be held monthly unless otherwise ordered by the membership of the Council.

ANNUAL MEETING

The regular meeting in October shall be known as the Annual Meeting and shall be for the purpose of electing officers and/or committees, and for any other business that may arise.

All meetings shall be open and accessible to the general public and shall be held whenever possible in the Birchwood area.

SPECIAL MEETINGS

Special meetings shall be called by 3 or more officers or by written request of 7 members of the Council, delivered to the Secretary. The purpose of the meetings shall be stated in the call.

NOTICE

A minimum of six days' notice, except in the case of bylaw amendments, shall be given to the Council members via publication on the Birchwood Community Council website, by email to the BCC membership and by posting on community bulletin boards. The notice shall contain the place, time, date, and agenda of the meeting.

The Secretary for Publicity shall be responsible for publication of meeting notices.

QUORUM

Five (5) members of the Birchwood Community Council shall constitute a quorum.

ARTICLE VII

VOTING

Any member of the Birchwood 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 qualifications, the individual shall have just a single vote.

A registered member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.

An already registered member who is absent may send a personal letter to the Council detailing their position on the question to be voted upon, which shall be read by the chairman to the Council prior to the vote.

Any vote may be challenged and the membership voting register shall serve as the official list of eligible voters.

EMERGENCY QUESTION

The Emergency Question procedure can be followed only when time absolutely does not allow an issue to be handled at a normal meeting. Emergency Question procedures requires;

- The vote of at least five or a majority of the officers that the issue is one requiring treatment as an emergency question; and
- An agreement of at least five officers on a clear written statement of the question to be voted upon; and
- A telephone or electronic vote coordinated and supervised by the Secretary, of all council members listed on the current voting membership register with a written list made of the date and time each call was made or attempted, and by whom; and
- A written report to the appropriate party including;
 - The question read to the members voting;
 - The number of members on the register and the number of members reached;
 - The number voting yes, no, or abstaining;
 - A statement saying why the issue was treated as an Emergency Question
 - A list of the officer's names who voted to use the emergency procedure.

VOTE REPORTING & OFFICIAL CONTACTS

The Chair or his or her delegate shall be charged with written communication or verbal testimony of any council vote to the appropriate party. The communication must include;

- The date, type of meeting (regular or special), when vote was taken, how the meeting was advertised, and if the vote or advisory opinion was arrived at by telephone poll and/or survey;
- In addition, the communication must include a clear statement of the question voted upon, the number of members present, the number voting yes, the number voting no. An abstention shall be numbered in the voting only when a member requests that an abstention vote be recorded.

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, as shall be attached and presented as part of the minutes.

Written or oral responses to such communications, as well as any contact by a government official or agency employee with a Council official concerning council business, shall also be reported as old business at the

next meeting following receipt of the same and shall be summarized in the minutes.

In public testimony, no officer or member shall commit the council to a position not previously voted upon by the membership.

ARTICLE VIII

OFFICERS

The officers of the Council shall be a Chair and Vice Chair (or two Co-Chairs), Secretary, Secretary for Publicity, the representative to the CBERRRSA Road Board, the representative to the Chugiak/ Eagle River Parks and Recreation Board of Supervisors, Treasurer, and Representative At Large. The Secretary and Treasurer's offices may be combined if the membership desires. A parliamentarian may be appointed by the Chair. One person may fill at most 2 of these roles.

DUTIES

These officers shall perform the duties prescribed by the Bylaws, by special rules, and by the parliamentary authority adopted by the Council. In specific the secretary is responsible for :

- Generating the meeting agenda and meeting minutes. The draft meeting minutes are due to the Chair no later than two weeks after the meeting. A draft meeting agenda is due to the Chair no later than two weeks prior to the next scheduled meeting;
- Maintaining the membership list, including the address list;
- Storing the attendance list for each meeting;
- Retain and store all records, and
- Draft the resolutions passed during the meetings.

The Secretary for Publicity is responsible for information dissemination, in particular:

- Mailing out the meeting agenda no later than one week prior to the meeting;
- Maintaining the BCC website or any other electronic media; and
- Posting all appropriate documentation on the BCC web site.

ELECTION TERMS

The officers shall be elected by secret ballot or show of hand when appropriate to serve for two years or until their successors are elected. The term of office shall begin at the close of the annual meeting at which they are elected.

INITIAL ELECTION

The Chair, Vice Chair, and Representative at Large shall serve initially for one year (or, if necessary, until their successors are elected) and thereafter for two years. This is to provide for continuity of the Council's Officers. All currently help positions will be newly elected at the general meeting. Resignations shall be made in writing.

VACANCIES

Three (3) consecutive, unexcused absences or failed responsibilities by an officer shall constitute a vacancy. Removals, resignations, and vacancies may be filled temporarily by the presiding officer until an election by the voting membership at the next regular meeting.

An allegation of a violation of Council bylaws or rules will subject the offending officer to a recall vote at the next regular meeting. Provisions must be made on the agenda for presentation of charges and for defense of the accused. If two thirds of the Council members present and voting find the officer in violation, then the officer's position is immediately declared vacant at that time.

ARTICLE IX

COMMITTEES

Committees may be appointed by the Chair(s) or may be established by a vote of the Council at any time for whatever purpose deemed necessary.

ARTICLE X

FINANCES

Any funds collected by the Council shall be deposited into a special account at an established banking institution with the Treasurer being responsible for all deposits and accountings.

The Council may not receive voluntary contributions in excess of \$50.00 per year from any one member to meet the costs of its operation.

The Council shall have the authority to sign all checks and make all withdrawals, with the Treasurer and one other officer being required to sign each check or make each withdrawal.

A financial report signed by the Treasurer and the Chairman showing all receipts and expenditures shall be made annually to the council at the January meeting.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly Revised, shall govern the Council in all cases which they are applicable and in which they are not inconsistent with these Bylaws or any special rules the Council may adopt. Generally meetings will be as informal as the number of participants will allow.

ARTICLE XII

AMENDMENT OF BYLAWS

The Bylaws may be amended or repealed by a two-thirds vote of the members present at a special or general membership meeting, provided that the amendment has been submitted in writing at the previous regular meeting and at least fourteen (14) days written notice is mailed out stating the intent to amend or repeal the Bylaws at such a meeting. The notice shall include a statement of the Articles to be changed and the reason identified.

As Revised/Adopted by Council in Feb. 1987
Boundary Revision by MOA in June 2003 (AO2003-75)
As Revised/Adopted by Council in Feb. 2004
As Revised/Adopted by Council in Oct. 2013