

**REVIEW OF SPENARD COMMUNITY COUNCIL BYLAWS | COMPARISON DRAFT | March 2014**

*Notes about each section are included in italics in the gray boxes below.*

Existing Spenard Bylaws Section	Municipal CC Bylaws Section + Suggested Alterations ( <u>underline</u> )
<b>ARTICLE I. NAME</b>	<b>ARTICLE I. NAME</b>
Section 1. The name of this organization shall be known as the Spenard Community Council, hereinafter referred to as the Council, as recognized by the Municipality of Anchorage at AMC 2.40.030.	The name of this organization shall be the <u>Spenard</u> Community Council, hereinafter referred to as “the Council,” <u>as recognized as recognized by the Municipality of Anchorage at AMC 2.40.030.</u>
	<i>OVERALL: Suggest removing “Section X” for each paragraph, or using Section only for multi-paragraph articles. Do we need to include the “as recognized by...” sentence?</i>
<b>ARTICLE II. BOUNDARIES</b>	<b>ARTICLE II. BOUNDARIES</b>
Section 1. The Council shall encompass the area set out in the maps located at AMC 2.40.090.	The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-11), 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.
Section 2. These boundaries may only be changed pursuant to the procedures established at AMC 2.40.040.	
	<i>The new CC bylaws language covers both sections in the old bylaws.</i>
<b>ARTICLE III. DEFINITION</b>	<b>ARTICLE III. DEFINITION</b>
Section I. The Council is a non-profit, voluntary, self-governing association composed of residents (defined as homeowners, tenants or others dwelling within the Council boundaries), property owners, business owners, and representatives from non-profit organizations and other entities located within the Council boundaries. The Council is established under provisions of the Anchorage Municipal Charter. The Council is not a regulatory or a legislative body. The Council is politically non-partisan. (Municipal Code and Guidelines.)	The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 16 years of age or older, property owners, business owners, and non-profit organizations who meet the qualifications for membership as outlined in Article VI of these bylaws and municipal code <u>§2.40.040</u> . 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. <u>The Council is not a regulatory or a legislative body.</u> The Council shall not endorse any candidate for local, state or federal elected office <u>and shall not endorse or align itself with a political party.</u>
	<i>The paragraph above outlines new membership qualifications as required. Spenard’s laws mention not being a legislative body and being non-partisan, added this back in.</i>

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<b>ARTICLE IV. PURPOSE</b>	<b>ARTICLE IV. PURPOSE</b>
Section 1. The purpose of this council is to provide a direct and continuing means of citizen participation in local affairs. The council exists to afford citizens the opportunity for maximum involvement and self-determination.	The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs. <u>The Council exists to afford citizens an opportunity for maximum community involvement and self-determination.</u>
	<i>This is also in Article III, quoting Home Rule Charter. Move to here?</i>
Section 2. Notwithstanding any other provisions of these articles, this organization shall be empowered to pursue any lawful purpose for the betterment of the Spenard community.	<u>Notwithstanding any other provisions of these articles, this organization shall be empowered to pursue any lawful activities for the betterment of the Spenard community, according to the will of its members.</u>
	<i>I liked this statement, and suggest keeping it.</i>
Section 3. These by-laws shall also provide whatever laws necessary to ensure that the council remains a representative of and for the entire population within its boundaries.	[remove this section]
	<i>This statement seems unnecessary, remove?</i>
<p>Section 4. The Council is intended to give:</p> <ul style="list-style-type: none"> <li>• Local residents a method by which they can work together for expression and discussion of their opinion, needs, and desires in a manner that will have an impact on their community’s development and services in a positive manner;</li> <li>• Governmental agencies a forum for dissemination of information and method of receiving opinions, recommendations, statements of need, and desires for residents and groups; and</li> <li>• Local governing bodies an improved basis for decision-making and assignment of priorities for all programs affecting community development and individual well-being. (Municipal Code).</li> </ul>	<p>The Council is intended to give:</p> <ul style="list-style-type: none"> <li>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 a <u>positive</u> impact on their community’s development and services;</li> <li>B. Governmental agencies a method for receiving opinions, needs, desires and recommendations of residents and groups; <del>and</del></li> <li>C. Local governing bodies an improved basis for decision-making and assignment of priorities for all programs affecting community development and individual well-being; <u>and</u></li> <li>D. <u>All interested stakeholders a forum for engaging in productive dialogue among residents, local businesses and organizations, and government entities located within and outside of Spenard.</u></li> </ul>
	<i>Suggested adding item D to cover the function of the council to be able to connect directly with their representatives etc. Might be unnecessary.</i>
<b>ARTICLE V. FUNCTION</b>	<b>ARTICLE V. FUNCTION</b>
Section 1. The Council has a policy and practice of open membership which encourages participation of persons from all	The Council has a policy and practice of open membership and meetings to encourage participation of persons from all segments of the community.

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segments of the community.	
<p>Section 2. The Council has the following functions:</p> <ul style="list-style-type: none"> <li>• In regard to the Anchorage Comprehensive Plan: evaluate compliance with the Plan, alerting Municipal officials to inconsistencies with the Plan; propose appropriate action to remedy inconsistencies; 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;</li> <li>• Assume leadership, develop strategy, and propose action in regard to: <ul style="list-style-type: none"> <li>○ Enforcement of existing laws, regulations, codes, ordinances, or policy.</li> <li>○ Pursuit of rights under existing laws, regulations, codes, and ordinances, or policy;</li> <li>○ make recommendations for changes of additions to laws, regulations, codes, ordinance, or policy;</li> </ul> </li> <li>• Respond to local government proposals submitted to the Council;</li> <li>• Work with local government and other governmental entities, as well as with persons or groups outside the government, to accomplish district goals, including goals which may have an area-wide impact;</li> <li>• Maintain credibility by not allowing misuse of the Council organization by, including but not limited to, the following:</li> <li>• Special Interest Groups, Withholding information, Attempting personal financial or political gain, Intentionally misrepresenting or non-representing a cross section of opinion, Failure to represent both majority and minority opinions.</li> <li>• Members of the executive committee shall abstain from participating in any issue in which they have a financial interest;</li> <li>• Maintain an effective communication system to acquaint local citizens with information concerning activities and area issues;</li> </ul>	<p>The Council shall have the following functions:</p> <ul style="list-style-type: none"> <li>A. In regard to the Anchorage Comprehensive Plan; <ul style="list-style-type: none"> <li>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</li> <li>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;</li> </ul> </li> <li>B. Assume leadership, <u>develop priorities</u> and propose action in regards to enforcement of existing laws, <u>ordinances, codes, regulations or policy</u>; pursuit of rights under existing rights, <u>ordinances, codes, regulations or policy</u>; desired or opposed changes in or additions to laws or ordinances, or any matter of policy regulation;</li> <li>C. Respond to local government proposals or concerns submitted to the Council pursuant to municipal code §2.40.060;</li> <li>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;</li> <li>E. Receive and review notices to the Council from Municipal departments including those noticed under municipal code: <ul style="list-style-type: none"> <li>1. 2.30.120.C, Alcohol Beverage Control Board license applications;</li> <li>2. 10.55.030, Permits for teen nightclubs and cultural performance venues;</li> <li>3. 21.03.020.H, Land use proposals;</li> <li>4. 24.35.020, National security road closures;</li> <li>5. 25.30.025.E, Disposal of Municipal land requiring voter approval;</li> <li>6. Other notices received from Municipal departments requiring input or action by the Council;</li> </ul> </li> <li>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;</li> <li>G. Participate in the community meeting process under municipal code §21.03.020.C when the notice from the developer is timely.</li> <li>H. <u>Maintain an open and effective communication system in order to acquaint local citizens with information concerning community activities and issues, as</u></li> </ul>

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<ul style="list-style-type: none"> <li>Solicit items of concern to Council members and general public interest and participation in community matters originating within the Council area;</li> <li>Keep written minutes of all Council meetings;</li> <li>Maintain copies of all Council minutes for community inspection at the Community Center; and</li> <li>Inform the Municipal Assembly and the Administration of Council actions and concerns.</li> </ul>	<p>well as solicit items of concern to Council members and the general public to <u>bring before the Council as community business.</u></p> <p>I. <u>Maintain credibility by protecting against misuse of the Council organization by, including but not limited to: supporting special interest groups, withholding information from the membership; attempting to use the Council for financial or political gain; intentionally misrepresenting or excluding a cross-section of opinion in Council business; failure to solicit and represent both majority and opinions.</u></p>
	<p><i>Added some of the language (B) and functions (H and I) from Spenard CC bylaws. Keeping meeting minutes is covered in Article VII. Conflict of interest for executive committee is moved to Article X.</i></p>
<p><b>ARTICLE VI. MEMBERSHIP</b></p>	
<p>Section 1. 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 single, designated representative of a corporation or non-profit association physically located within the boundaries described in Article II.</p>	<p>A. Any person 16 years of age or older whose primary place of abode is within the Council's geographical boundaries is eligible for membership. Property owners, business owners, and nonprofit organizations as described in municipal code chapter 2.40 with a physical premise located within the Councils geographical boundaries are eligible for membership. Business owners and nonprofit organizations must possess one or more of the following:</p> <ol style="list-style-type: none"> <li>a valid Alaska business license;</li> <li>a valid Alaska professional license;</li> <li>valid incorporated status under Alaska law</li> <li>tax exempt status under federal law.</li> </ol> <p>Property owners shall be the owner of record. Per municipal code §2.40.030, 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.</p>
	<p><i>Recommend adopting new guidelines for this section.</i></p>
<p>Section 2. A person is a registered member immediately after signing the Membership Voting Register, available at every monthly meeting.</p>	<p>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.</p>
<p>Section 3. Membership dues may not exceed \$5.00 per year. Dues may be waived in individual instances if the Council determines that a hardship exists.</p>	<p>C. The Council shall not charge dues or require any financial contribution as a condition of membership, voting, or other participation. <u>The Council has established annual voluntary dues not to exceed \$5.00 per year.</u></p>

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	<i>This is now required – altered language to make dues voluntary. All other finance-related information is in Article XII.</i>
Section 4. A membership year shall run from March 1 through the last day of February of the following year.	D. <u>A membership year shall run from March 1 through the last day of February of the following year.</u>
	<i>If dues are not a condition of membership, does a membership term need to be defined? Currently elections occur in February which is the only other annual cycle in the bylaws. No term is mandated by the new ordinance.</i>
<b>ARTICLE VII. MEETINGS</b>	
Section 1. Meetings shall be held on the first Wednesday of every month. Annual election of officers shall take place at the February meeting.	A. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly. <u>It is the practice of the Council to meet on the first Wednesday of each month, except the summer months of July and August, during which the Council does not hold a general membership meeting unless called as a special meeting.</u>
	<i>Is it worth adding the summer hiatus into the language?</i>
Section 2. Special meetings of the general membership may be called by the Chair, his/her designee, three (3) members of the Executive Committee, or by warrant petition of ten (10) council members, delivered to any officer.	B. Special meetings of the membership may be called by the President, <u>or at least three (3) members of the Executive Board</u> , 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.
	<i>Specified that not all officers' OK needed</i>
[Article IX] Section 15. Meetings of the Officers: <ul style="list-style-type: none"> <li>The officers shall meet at least monthly and all meeting shall be open to the general membership.</li> <li>Special meetings may be called by the Chair, or a majority of the officers, upon notification of all officers.</li> <li>Any action taken by the officers shall be presented at the next general membership meeting.</li> </ul>	C. <u>The officers shall meet at least monthly and all meetings shall be open to the general membership. Special meetings of the officers may be called by the President, or a majority of the officers, upon notification of all officers. The necessary quorum shall be a majority of three (3) elected officers.</u>
[Article IX] Section 16. The necessary quorum shall be a majority of elected officers.	
	<i>Moved this into Meetings and clarified number of quorum (would have to be 3 unless 2 is granted as quorum).</i>
Section 3. All meetings shall be open to the general public.	D. All meetings shall be open to the public.
Section 4. The chair shall be responsible for setting meeting	E. After consulting with the officers and Executive Board the President shall

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agendas.	establish the meeting agenda.
	<i>Note: the new bylaws state specify consultation with Executive Board</i>
Section 5. Notices are required.	F. Notices:
Section 6. The meeting agenda shall be sent to all members registered within the last 12 months.	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.
Section 7. The meeting agenda may be submitted to the newspapers and other media as a public service announcement.	2. The meeting date and time may be submitted to the media as a public service announcement. 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.
Section 8. The Chair or his/her designee shall be responsible for publication of meeting notices.	G. The Executive Board or their designee(s) shall be responsible for any meeting notices.
Section 9. 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. <u>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.</u>
	<i>Liked the wording in this section, but maybe it’s already covered?</i>
Section 10. Meetings shall be as informal as the number of participants will allow, but will be conducted according to Robert’s Rules of Order. The Chair may, at his/her discretion, implement any reasonable rule necessary to conduct and maintain order at all meetings of Council, provided that the disputed point is not clearly defined within the bylaws of the Council.	I. <del>A quorum for meetings and special meetings shall be those provisions contained in the Council’s bylaws in effect as of November 1, 2013. A quorum for member meetings and special meetings shall be X.</del>
	J. <u>Meetings shall be as informal as the number of participants will allow, but Robert’s Rules of Order, Revised, shall apply for regular and special meetings for all matters not covered by the bylaws.</u>
	<i>Liked the “keep the meeting informal” language. Do we need a quorum?</i>
	K. Minutes shall be taken or recordings shall be made at all regular and special Council meetings, and shall be made available <u>on or before the next council</u>

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	<u>meeting and online through the Federation of Community Councils, or current municipal contractor, website.</u>
	<i>This wasn't explicitly in the existing bylaws under Meetings but is in Functions. Also added reference to FCC website.</i>
<b>ARTICLE VIII. VOTING</b>	
Section 1. Any member of the Spenard Community Council as defined in the preceding Articles shall have one vote. Newly registered members are not eligible to vote until the next meeting. Even if a single individual possesses several kinds of property or businesses with the definition for membership qualifications, they shall still have just one vote. Each corporation or nonprofit association physically located within the boundaries described in Article II, registered as a member of the Council, shall have one vote.	A. Any member of the Council as defined in Article VI <u>and AMC 2.40.030</u> 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. Non-profit associations and business owners shall have one vote each. Non-profit association, business owner, and 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. <u>Newly-registered members are not eligible to vote until the next meeting.</u>
	<i>This was in existing bylaws and is allowed under new bylaws</i>
Section 2. 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. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
	<i>No changes proposed</i>
Section 3. 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 Chair to the Council prior to the vote.	D. <u>A registered member who is absent during the time of voting may send a written communication to the Council with a brief position statement on the question to be voted on, which shall be read by the Chair to the Council prior to the vote. This will not be counted as a vote on the question, but recorded as part of the discussion on the question.</u>
	<i>Added this in, seems to be compatible if the letter does not count as a vote</i>
Section 4. Any vote may be challenged and the Membership Voting Register shall serve as the official list of eligible voters.	E. Any vote may be challenged. The member attendance roster, <u>excluding any newly-registered members not eligible to vote during the initial meeting</u> , shall serve as the official list of eligible voters <u>for each meeting</u> .
	<i>Clarified, as voting roster will change from week to week according to attendance; also added clause re: temporary exclusion from voting. Is this in the spirit of the new bylaws?</i>
<b>ARTICLE IX. VOTE REPORTING AND OFFICIAL CONTACTS</b>	

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<p>Section 1. The chair and his/her designee shall be charged with written communication or verbal testimony of any Council vote to the appropriate party.</p>	<p>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 <u>and supported by oral testimony at agency meetings.</u></p>
	<p><i>Added this to reflect President's role to appear at meetings.</i></p>
<p>Section 2. 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.</p>	<p><u>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.</u></p>
	<p><i>This is in the existing bylaws and seems like good policy. Do we do this currently? Do we need to attach documents to the minutes, or post them online?</i></p>
<p>Section 3. Written or oral responses to such communications, 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.</p>	<p><u>Written or oral responses to such communications, 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.</u></p>
	<p><i>This also seems like good practice. Do we currently report on activities in old business? Good for transparency.</i></p>
<p>Section 4. In public testimony, no officer or member shall commit the Council to a position not previously voted on by the membership, however, as circumstances may warrant, the spokesperson may relate the Council's traditional views and actions previously taken.</p>	<p><u>In public testimony, no officer or member shall commit the Council to a position not previously voted on by the membership, however, as circumstances may warrant, the spokesperson may relate the Council's traditional views and actions previously taken.</u></p>
	<p><i>This also seems reasonable to keep.</i></p>
<p><b>ARTICLE X. OFFICERS</b></p>	
<p>Section 1. Officers of the Council shall be: Chair, Executive Vice Chair, Administrative Vice Chair, Treasurer, and two (2) Auditors.</p>	<p><del>Provisions for council officers and executive board (or like body), including qualifications and duties, election, removal and/or replacement, and terms of office shall be those provisions contained in the Council's bylaws in effect as of November 1, 2013, along with the requirement that</del></p> <p><u>The Officers of the Council shall be: President, Vice President, Secretary, Treasurer and two (2) Auditors. The Executive Board shall consist of the</u></p>

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	<p>President, Vice President, Secretary and Treasurer; Auditors are welcome but <u>not required to participate in the Council's monthly business meetings.</u>            Council officers and Executive Board members with financial or fiduciary responsibility must be 18 years old at the time of service. The Council may, in its discretion, designate non-fiduciary and non-signatory roles to younger members for leadership training.</p>
	<p><i>The bylaws refer to President et al. but Spenard uses Chair. Which titles to keep? Do we want to keep two auditors?</i></p>
<p>Section 2. Elections shall take place annually. The elections shall be by secret ballot, annually, at the February general meeting. If a candidate is running unopposed, the vote may be by voice or show of hands.</p>	<p>Elections shall take place annually. The elections shall be by secret ballot, annually, at the February general meeting. If a candidate is running unopposed, the vote may be by voice or show of hands.</p>
	<p><i>The bylaws refer to President et al. but Spenard uses Chair. Which titles to keep? Do we want to keep two auditors?</i></p>
	<p><u>Members of the Executive Board shall abstain from participating in any issue in which they have a financial interest. On matters in which a member of the Executive Board may be perceived as having a conflict of interest due to their personal or business relationships, the member shall make a brief disclosure statement during the meeting if they intend to cast a vote.</u></p>
	<p><i>Maybe this isn't necessary, but some kind of conflict of interest statement would be useful. If not requiring someone to abstain, at least disclose.</i></p>
<p>Section 3. The officers shall be elected for one (1) year terms. The Chair may serve no more than two (2) consecutive terms.</p>	<p><u>The officers shall be elected for one (1) year terms. The Chair may serve no more than two (2) consecutive terms. No member shall hold more than one elected office on the Council.</u></p>
<p>Section 4. The Chair shall:</p> <ul style="list-style-type: none"> <li>• Be the principal presiding officer and shall in general supervise the affairs of the Council and shall also ensure that these bylaws are followed and enforced;</li> <li>• Establish the meeting agenda; Appoint committee chairs; and</li> <li>• Represent the council on the Federation of Community Council (FCC) Board of Directors.</li> </ul>	<p><u>The President shall:</u></p> <ol style="list-style-type: none"> <li><u>Be the principal presiding officer during Council meetings, Executive Board meetings and in other situations involving Council business;</u></li> <li><u>Oversee and remain engaged with the affairs of the Council, either through direct participation or delegation;</u></li> <li><u>Ensure that the bylaws are followed and enforced;</u></li> <li><u>Working with the Executive Board, establish the meeting agenda;</u></li> <li><u>Appoint committee chairs;</u></li> <li><u>Represent the council, directly or through delegation, in official testimony or oral reports to the Municipality, State and other units of government</u></li> <li><u>Represent the council on the Federation of Community Council (FCC) Board of Directors.</u></li> </ol>

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	<i>Added a couple duties to the existing list. Should President remain primary liaison to FCC, since the Vice President has fulfilled this role?</i>
Section 5. The Executive Vice Chair shall: <ul style="list-style-type: none"> <li>• Be parliamentarian for each meeting;</li> <li>• Assume the duties of president in the absence of the president; and</li> <li>• Act as alternate to the Federation of Community Councils Board of Directors;</li> </ul>	<u>The Vice President shall:</u> <ol style="list-style-type: none"> <li>A. <u>Act as parliamentarian for Council meetings;</u></li> <li>B. <u>Assume the duties of the President in the absence of the President, such as presiding over Council meetings;</u></li> <li>C. <u>Act as alternate representative to the President on the Federation of Community Councils (FCC) Board of Directors.</u></li> </ol>
	<i>Does VP have specific duties? Should VP be the official FCC delegate?</i>
Section 6. Administrative Vice Chair shall: <ul style="list-style-type: none"> <li>• Ensure that copies of these bylaws are available for review and distribution at every council meeting;</li> <li>• Keep and report the Minutes of all general membership meetings;</li> <li>• Be responsible for sending copies of minutes to the Community Councils Center; Ensure proper distribution of meeting notices and agenda;</li> <li>• Be responsible for maintaining records and doing correspondence of the council; and</li> <li>• Keep custody of the membership-voting register and ensure it is available at every council meeting. Membership lists are used only for Council business.</li> </ul>	<u>The Secretary shall:</u> <ol style="list-style-type: none"> <li>A. <u>Ensure that the Council's bylaws are available to all members online through the Federation of Community Councils', or the current municipal contractor's, website, as well as during Council meetings;</u></li> <li>B. <u>Record the minutes of general membership meetings, through note-taking or electronic recording, and ensure that these minutes are available to all members;</u></li> <li>C. <u>Send copies of minutes or recordings to the Federation of Community Councils, or the current municipal contractor, to be posted online to the website and distributed electronically to all members;</u></li> <li>D. <u>Maintain the record of Council documents, correspondence and other relevant information pertaining to Council business;</u></li> <li>E. <u>Maintain an updated copy of the membership attendance roster and ensure it is available at all general membership meetings.</u></li> </ol>
	<i>The current bylaws indicate the Secretary should "keep correspondence of the Council." Does this mean checking email? They also indicate that the Secretary keeps the list of members. Allen keeps the official member list, but gives Anna copies regularly for reference.</i>
Section 7. The Treasurer shall: <ul style="list-style-type: none"> <li>• Have charge and custody of and be responsible for all funds of the Council; Make disbursements as necessary upon the authorization of the Council; and</li> <li>• Report at each general meeting all receipts and expenditures for the preceding month, including a statement of the current balance of funds.</li> </ul>	<u>The Treasurer shall:</u> <ol style="list-style-type: none"> <li>A. <u>Have charge and custody of, and be responsible for, all funds and accounts of the Council.</u></li> <li>B. <u>Make deposits and disbursements as necessary upon the authorization of the Executive Board and the Council;</u></li> <li>C. <u>Report at each general membership meeting a current financial statement of the Council: the current account balance of funds and a summary of all receipts and expenditures for the preceding month(s).</u></li> </ol>
	<i>Minor language changes.</i>

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*Notes about each section are included in italics in the gray boxes below.*

Existing Spenard Bylaws Section	Municipal CC Bylaws Section + Suggested Alterations ( <u>underline</u> )
<p>Section 8. Auditors shall:</p> <ul style="list-style-type: none"> <li>Audit the Council's financial records at the end of the fiscal year, which shall be from March 1 to the last day of February of the following year;</li> <li>Make a report to the council at the May general membership meeting; and</li> <li>Act as members-at-large of the Executive Committee.</li> </ul>	<p>The Auditor(s) shall:</p> <ul style="list-style-type: none"> <li><u>A. Audit the Council's financial records at the end of the Council's fiscal year, which shall be from March 1 to the last day of February of the following year;</u></li> <li><u>B. Make a report to the Council at the May general membership meeting;</u></li> <li><u>C. Act as members-at-large on the Executive Board.</u></li> </ul>
	<p><i>No changes to language, but do we to make changes? Should auditors be members at large, or just have one main function? If so, should we have two members at large?</i></p>
<p>Section 9. Immediate Past President shall:</p> <ul style="list-style-type: none"> <li>Sit as a member of the Executive Committee and, as the need arises, advise the board and/or the council on issues which many have originated or were acted upon during the previous administrations.</li> </ul>	<p>The Immediate Past President shall:</p> <ul style="list-style-type: none"> <li><u>A. Sit as a member of the Executive Board for at least the three months following the election of new officers;</u></li> <li><u>B. As the need arises, advise the Executive Board and/or the Council on issues which may have originated or were resolved during the previous administration.</u></li> </ul>
	<p><i>Should we keep this?</i></p>
<p>Section 10. Officers shall in general perform all the duties in general to the offices they hold and such other duties as from time to time may be assigned by the Chair.</p>	<p><u>The Officers shall in general perform all the duties of the offices they hold, and such other duties as may be occasionally assigned by the President.</u></p>
	<p><i>Do we need this? Seems self-evident but might be worth stating.</i></p>
<p>Section 11. Resignations, Vacancies, and Removals; Resignations shall be made in writing. Three (3) unexcused consecutive absences from regular meetings by an officer shall constitute a vacancy. Removals, resignations, and vacancies can be filled temporarily by appointment by the Chair until an election is held by the voting membership at the next general meeting. Any officer or council member may be removed for violation of the council's rules.</p>	<p><u>Resignations, Vacancies and Removals of an Officer</u></p> <ul style="list-style-type: none"> <li><u>A. Resignations shall be made in writing and addressed to the members of the Executive Board.</u></li> <li><u>B. Three (3) unexcused consecutive absences from regular meetings by an officer shall constitute a vacancy of the office.</u></li> <li><u>C. Removals, resignations and vacancies can be filled temporarily by appointment by the President until a special election can be held by the membership at the next general meeting.</u></li> <li><u>D. Any officer or Council member can be removed from participating in Council business after violation of the Council's bylaws, if conducted according to the process outlined in (E).</u></li> </ul>
<p>Section 12. Within notice must be given to the elected officers and the member or officer being considered for removal at least fifteen (15) days prior to the general membership meeting at which time a vote of confidence shall be taken.</p>	<ul style="list-style-type: none"> <li><u>E. Process for removal of officers:</u> <ul style="list-style-type: none"> <li><u>1. Adequate notice of at least one regular member meeting in advance must given to the Executive Board and to the member or officer being</u></li> </ul> </li> </ul>
<p>Section 13. Provision must be made on the agenda for</p>	

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presentation of charges and for defense of the accused.	<u>considered for removal.</u>
Section 14. A two-thirds (2/3) vote of the council members present and voting is required for removal of an officer.	2. <u>Prior to the members' vote on the removal of a member or officer, provision must be made on the agenda for a presentation of the charges or offenses against the member or officer in question, and for defense of that member or officer.</u> 3. <u>A vote is required to remove a member or officer from the Council. A two-thirds (2/3) majority vote of the Council members present at the general membership meeting is required for removal.</u>
	<i>Combined these sections and changed wording slightly.</i>
Section 15. Meetings of the Officers: <ul style="list-style-type: none"> <li>• The officers shall meet at least monthly and all meeting shall be open to the general membership.</li> <li>• Special meetings may be called by the Chair, or a majority of the officers, upon notification of all officers.</li> <li>• Any action taken by the officers shall be presented at the next general membership meeting.</li> </ul>	[remove this section and place equivalent language in Article VII, Meetings]
Section 16. The necessary quorum shall be a majority of elected officers.	
	<i>Should this remain in the Officers section?</i>
<b>ARTICLE XI. COMMITTEES</b>	
Section 1. Committees may be established by the Chair at any time for whatever purpose deemed necessary. The nature and duties of the committee(s) shall be determined by the Chair. Committee Chairs shall be appointed by the Council Chair and approved by the membership and shall make monthly reports to the Council.	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. <u>Any member of the Council may participate on a committee. Committee chairs shall be appointed by the Executive Board and approved by the membership. A committee chair or his/her designee shall make monthly reports to the Council on the committee's activities.</u>
	<i>Added some language from existing bylaws and clarified members' involvement.</i>
<b>ARTICLE XII. FINANCES</b>	
Section 1. The Council may raise and spend funds.	A. <u>The Council may raise and spend funds. The Council may receive gifts, grants, contributions, or in-kind donations from members or other entities to meet the costs of its operation.</u>
	<i>Kept this in, seems like a good statement, and combined with statement on</i>

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	<i>where funding may come from.</i>
Section 3. The Council may receive gifts, grants, contributions, or in-kind donations from members or others to meet the costs of its operation.	
Section 2. 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.	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.
Section 4. 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 withdrawal. Each disbursement must be approved by a vote of the Council, or in case(s) of timeliness, a vote of the Executive Board.	C. The Treasurer <u>and one other officer</u> 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. <u>If the President is not available, the Vice President shall sign the check or withdrawal in place of the President. If the Vice President is not available, the Secretary shall sign the check or withdrawal in place of the Vice President.</u>
	<i>Is this level of detail necessary? Otherwise, only Treasurer and President mentioned. Added requirement of second officer to sign checks.</i>
Section 5. An annual financial report signed by the treasurer, the chair, and the auditors showing all receipts and expenditures shall be made to the general membership at the May meeting.	D. An <u>annual</u> financial report signed by the Treasurer, the President and <u>one or more Auditors approved by the membership</u> showing all receipts and expenditures shall be made yearly to the Council prior to the <u>regular</u> election of new officers.
	<i>Spenard needs to prepare this annual report – Allen gives oral reports in meetings but this should be completed. Perhaps Peggy and Phil are our auditors this time around?</i>
<b>ARTICLE XIII. AMENDMENTS</b>	
Section 1. These bylaws may be altered, amended, or repealed by a two-thirds (2/3) vote of the members present at a general and/or special membership meeting if at least fourteen (14) days' written and mailed notice is given of the intention to alter, amend, or repeal bylaw(s) at such a meeting. The notice shall include a statement of the article(s) to be changed and the reason(s) for change(s). If the bylaws are repealed, issues related to the dissolution of the Council and disposition of the Council's property shall also be resolved.	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 other designee to timely notify the Municipal Clerk regarding amendments to the bylaws.
	<i>No changes suggested – slightly longer notice required.</i>

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[not currently a separate section]	<b>ARTICLE XIV. DISSOLUTION</b>
<i>[Article XIII, Last sentence of Section 1]</i> If the bylaws are repealed, issues related to the dissolution of the Council and disposition of the Council's property shall also be resolved.	Unless otherwise provided by law, dissolution may occur by vote of three-fourths (3/4) 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 councils' use, or another non-profit organization if designated in the dissolution action.
	<i>This wasn't in the Spenard CC bylaws as a separate section, the language above is default from the new ordinance. No changes proposed.</i>