

## **Bylaws of Russian Jack Community Council**

### Article I

#### **Name**

The name of this community council shall be the Russian Jack Park Community Council ( RJPCC ). The council may also be referred to as Russian Jack Community Council.

### Article II

#### **Boundaries**

The RJPCC boundaries shall be as set forth in Municipal Code section 2.40.040.D.27 Russian Jack Park and the associated map in section 2.40.090.

### Article III

#### **Description**

The council is an independent, not for profit, voluntary, self-governing association composed of residents, non-resident property owners, business owners, and nonprofit organizations who meet the qualifications for membership as outlined in Article VI of these bylaws and Municipal Code chapter 2.40. There shall exist between the council and local government a cooperative relationship. The council shall not endorse any candidate for local, state or federal elected office.

### Article IV

#### **Purpose**

The purpose of the council is to provide a direct and continuing means of citizen participation in local affairs. The council is intended to give:

- a. local people a method by which they can work together for expression and discussion of their opinions, needs and desires in a manner that will have an impact on their community's development and services;
- b. government agencies a method for receiving opinions, needs, desires and recommendations of residents and groups; and
- c. local governing bodies an improved basis for decision making and assignment of priorities for all programs affecting community development and individual well-being.

Article V  
**Function**

The council has a policy and practice of open membership meetings to encourage the 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 any inconsistencies with the plan as described in Municipal Code 21.01.080 and listed in Table 21.01-1; and

2. Conduct a continuing review and study of the plan to determine its workability within the council's boundaries and to advise municipal officials on actions 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 existing rights, desired or opposed changes in 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.

D. Work with local government and other government 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. Receive and review notices to the council from MOA departments, including those noticed under Municipal Code.

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.

G. Participate in the community meeting process under Municipal Code 21.03.020.C when the notice from the developer is timely.

Article VI  
**Membership**

A. Any person sixteen ( 16 ) years of age or older whose primary place of abode is within the council's geographical boundaries is eligible for membership. Voting eligibility is extended to members sixteen or seventeen years old. Residents, non-resident property owners, business owners and nonprofit organizations as described in Municipal Code 2.40 with a physical premise within the boundaries are eligible for membership. Business owners and nonprofit possess at least one of the following:

- Alaska business license
- Alaska professional license
- Incorporated status under Alaska law
- Tax exempt status under federal law

If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a community council member. Alternate designations for residency shall not be recognized. Non-resident property owners shall be the owner of record. Per Municipal Code 2.40.030, non-resident property owners, business owners and nonprofit organizations are single memberships and shall have a designated primary representative and may have a designated alternate representative.

B. Any person who qualifies under Section A of this article is a voting member immediately after signing the member attendance roster at any council meeting. The member attendance roster shall be used only for council business.

C. The council shall not charge any dues or require any financial contribution as a condition of membership, voting, or other participation.

Article VII  
**Meetings**

A. There shall be a minimum of four ( 4 ) general membership meetings per calendar year and at least one meeting quarterly.

B. Special meetings may be called by the President, or the Executive Board, or by written petition of 10 council members delivered to any officer, to address council business, including council responsibilities under Municipal Code 21.03.020.C.

C. All meetings shall be open to the public.

D. Minutes shall be taken or recordings made at all meetings and shall be made available at the next general meeting.

E. After consulting with the Executive Board, the President shall establish the agenda.

F. Notices:

1. Whenever possible the agenda shall be posted online and emailed to the council's distribution list at least seven ( 7 ) days in advance of the meeting. Notices may also be placed in public locations, such as schools and shopping centers. The agenda may be submitted to the Federation of Community Councils for electronic distribution.

2. Meeting information may be submitted to the media as a public announcement.

3. For meetings where annual elections take place, public notice may be done through email notification to members, newsletters, area mailings, newspapers, school distributions, and other means to inform as many council members as possible. Notice may be submitted to the Federation of Community Councils for electronic distribution.

G. The Executive Board shall be responsible for any meeting notices.

H. A quorum shall be at least five ( 5 ) voting members present at the meeting.

I. Robert's Rules of Order, Revised, shall apply for all meetings.

Article VIII  
**Voting**

A. Any member of the council shall have one vote. If a single individual possesses several properties or is eligible in more than one category, that individual will have only one vote. Business owners and nonprofit associations shall have one vote each. A person may be a member of more than one community council.

B. A member must be present in order to cast a vote. There will be no proxy voting.

C. Any vote may be challenged. The attendance roster shall serve as the official list of eligible voters.

Article IX  
**Reporting Official Council Positions**

The President or designee shall be charged with communicating official positions of the council in a timely manner to agencies and individuals. The council positions may be communicated through resolutions, motions, position letters or email.

Article X  
**Officers**

**Section A. Financial Limits**

Officers with a fiduciary or financial responsibility must be at least eighteen ( 18 ) years old.

**Section B. Election**

Elections shall take place annually at the December general membership meeting.

**Section C. Term of Office**

Officers shall serve for one calendar year from January 1 to December 31.

## **Section D. Duties of Officers**

1. The President shall supervise RJPCC affairs, which include:
  - a. call general meetings, preside at them, and ensure the bylaws are followed.
  - b. establish meeting agendas.
  - c. be the spokesperson ( written or oral ) for the RJPCC or designate an alternate.
  - d. ensure the email and postal mail membership lists are only used for council business.
2. The Vice President shall:
  - a. assume the duties of President when the President is absent.
  - b. keep custody of the membership register list ( name, address, phone number ) and ensure that it is available at every RJPCC meeting and provide a copy to the President.
3. The Secretary shall:
  - a. ensure that a copy of these bylaws are available at every RJPCC meeting.
  - b. make and keep a written report of the minutes of all meetings and submit them for approval at the following meeting and provide a copy to the President.
  - c. be responsible for maintaining records and doing correspondence.
4. The Treasurer shall:
  - a. have charge and responsibility for all RJPCC funds.
  - b. deposit funds collected by the RJPCC into an account at a bank selected by the Executive Board with the Treasurer being responsible for all deposits and accounting. The President, Vice President and Treasurer are authorized to sign checks, with two signatures required for each withdrawal from the account.
  - c. ensure any expenditures of less than fifty dollars ( \$50.00 ) is approved by the Executive Board or General Membership prior to the release of funds, and any expenditures of fifty dollars ( \$50.00 ) and over shall only be expended after approval by the general membership.
  - d. prepare an annual report for the first meeting after the end of the calendar year.

5. The Trustee shall:

- a. maintain a correct inventory list of all RJPCC physical properties.
  - b. present the written audit report and inventory list at the general membership of the December Meeting and provide a copy to the President.
6. Officers shall perform all duties incident to the office, plus such other duties as may be assigned by the President.

**Section E. Resignations, Vacancies, and Removals**

1. Resignations shall be in writing.
2. Three ( 3 ) consecutive unexcused absences may cause a vacancy. Removals, resignations, and vacancies shall be filled by appointment by the President until the next regular election.
3. Any officer of the RJPCC may be removed for violation of the Council's rules.
  - a. Written notice must be given to the elected officers and the member or officer being considered for removal at fifteen ( 15 ) days prior to the general membership meeting at which time a vote of confidence will be taken.
  - b. Provisions must be made on the agenda for presentation of charges and for defense of the accused.
  - c. A two-thirds ( 2/3 ) vote of the RJPCC members present and voting is required for an officer to be removed.

Article XI  
**Committees**

**Section A. Standing Committees**

Standing committees may be established by the council at a general meeting. The chairman of each acting standing committee is a member of the Executive Board.

**Section B. Ad-hoc Committees**

Ad-hoc committees may be established by a vote of RJPCC at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the council.

Article XII  
**Executive Board**

**Section A. Eligibility**

The Executive Board is composed of the elected officers and all chairmen of the standing committees of the RJPCC.

**Section B. Meetings**

The Executive Board shall meet at the call of the President or any three board members. An effort will be made to notify all board members of all meetings.

**Section C. Responsibility**

The Executive Board is delegated to make decisions and speak on behalf of the RJPCC, when the general membership is unable to meet. The Executive Board shall keep the membership informed of important and controversial matters and shall report all actions taken at the next general meeting.

Article XIII  
**Finances**

A. All funds collected by the RJPCC shall be deposited in a single bank account by the Treasurer.

B. A financial report signed ( by the Treasurer and the President and a person approved by the membership ) showing all receipts and expenditures shall be made yearly to the council prior to the election of new officers.

C. The Treasurer shall make regular status reports of the council's finances at general meetings.

Article XIV  
**Amendments**

These bylaws may be altered, amended or repealed by a two-thirds ( 2/3 ) vote of the members present at a general or special membership meeting, if at least fourteen ( 14 ) days written notice is given of the intent to alter, amend or repeal the bylaws at such a meeting. Such notice may be made in the form of electronic or postal mail. The notice shall include a statement of each article to be changed and the reason.



Article XV  
**Dissolution**

Unless otherwise provided by law, dissolution may occur by vote of three-fourths ( 3/4 ) of the members at a general council meeting. If the council is dissolved, all council property, including the funds remaining in the treasury ( after all obligations are met ), may be donated. The donation may be made to the Federation of Community Councils for other councils' use, or another nonprofit organization if designated in the dissolution action.

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