

Big Lake Community Council
Bylaws
Revised - and approved in November, 2008

Article 1

Name: Big Lake Community Council

Article 2

Boundary: The Big Lake Voting District 15, Precinct #100.

Article 3

Purpose: To provide a direct and continuing means of citizen participation in government and local affairs; to provide 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 our community's development and service; to provide to governmental agencies a method for receiving opinions, needs, desires and recommendations of residents and groups; and to give local governing bodies an improved basis for decision-making and assignment of priorities for all capital improvements and governmental programs affecting community development and individual well-being.

Article 4

Membership:

- A. General: Any person 18 years of age, or older, who has a residence for voting purposes within the boundaries of the Big Lake Community Council is eligible for membership, provided;
1. He/she has attended at least one Community Council meeting;
and
 2. Has paid the annual dues of \$10.00. Membership shall be for a one-year period running from January 1 through December 31, of any year or the remaining portion of the membership year.
- B. Associate: Persons owning property or who represent a business within the boundaries of the community council but reside outside the area, are eligible for an associate membership. Associate members may not vote in decisions affecting the community, but may otherwise participate in meetings and activities of the council.

Article 5

Voting:

- A. Each Council member is entitled to vote on all voting matters of the Community Council providing that the member has been in good standing for 30 days immediately preceding the voting date. Associate members shall have no vote.
- B. There shall be no voting by Proxy or by mail.
- C. The election of Board members and officers shall be conducted by secret written ballot, subject to rules and procedures established by the Board.
- D. Voting on other matters considered by the Council may be by a show of hands if such vote will permit accurate counting of votes. Each member present is entitled to one vote.
- E. The Board shall establish and maintain a current list of members.

Article 6

Membership Dues: The Board may establish dues at the Councils Annual meeting. The dues shall not exceed \$10.00 per person, per year. Currently established dues are \$10.00 effective January 1997. Other funds may be raised by donations, grants or fund-raising activities; however, contributions of no more than \$50.00 per member, per year may be received by the Council.

Article 7

Qualifications of Board Members:

- A. Board members shall be Big Lake Community Council members in good standing and residents for voting purposes, living within the Council boundary. To qualify as a candidate for a Board seat, one must have been a Council member for a minimum of thirty (30) days, and must have attended at least one (1) regular membership meeting.
- B. If a Board member moves outside the Council boundary or otherwise loses membership status during his or her term of office, that Board position shall immediately become vacant.
- C. The President, with concurrence of the remaining board members, may appoint a member who satisfies the conditions of Article 7 A, to fill the vacant position for the remainder of the term or may conduct a general meeting, with proper notice, to elect a new Board member.

Article 8

Council Organization:

- A. Council Board: The council Board of Directors shall consist of seven (7) members, duly elected by the general membership at the Council's Annual meeting.
- B. Officers shall be elected by the Board members following the election or at any time an office position becomes vacant.
- C. The Board shall elect a President, Vice President, Secretary and Treasurer. Officers of the Council shall all be members of the Board. However, one Board member may hold both positions of Secretary and Treasurer.
- D. Election of Officers by the Board shall be held annually
- E. Council Committee: The Board may establish special committees to serve in areas of special interest on behalf of the Community Council. The members of each Committee shall be appointed by the President, and approved by the Board. All members of the Council are eligible for appointment.

Article 9

Elections:

- A. The President shall conduct elections for Board members at the Annual meeting in January.
- B. The President shall appoint a Nominating Committee of at least three (3) members at the October general meeting, to accept member applications for election to the Board. The election ballot will be finalized at the December meeting.
- C. Members shall vote by written ballot, which shall include the names of persons submitted by the nominating committee and any applications received at the December general meeting. Each member shall be entitled to one vote for each Board position to be filled. The members receiving the highest vote shall be declared duly elected members of the Board. Names of all Board members will be provided to the Borough Clerk.
- D. Continuity: In order to maintain continuity of Board and Council policies and procedures, and to retain some Board members for resource purposes, the terms of Board members shall be staggered in the following manner:

All members shall be elected for 2-year terms; four (4) members shall be elected in even years and three (3) members shall be elected in odd years;

Board members may only serve two (2) consecutive terms. Any Board member serving two (2) consecutive terms shall not be eligible to serve on the Board until one (1) year after the expiration of the last term.

Article 10

Responsibilities:

- A. **President:** The President shall call and preside at all general membership and Board meetings.
- B. **Vice President:** The Vice President shall assume the duties of the President in his/her absence and when called upon, shall assist the President in representing the Council.
- C. **Secretary:** The Secretary shall be charged with taking minutes during general membership and Board meetings; serve as correspondence secretary; and assume tasks as delegated by the President.
- D. **Treasurer:** The Treasurer shall keep financial records of the Council; prepare statements for presentation to the Board and membership when called upon; submit a year-end report; and propose an annual budget for the Council.

Article 11

Removal of Council Board Members from Office:

- A. Any member of the Board of Directors may be removed from the Board for conduct unbecoming a Board member or prejudicial to the aims and repute of the Community Council by a two-thirds (2/3) vote of the membership present at any regularly scheduled meeting after notice and opportunity for a hearing have been afforded the Director against whom the complaint was filed.
- B. Any member of the Board of Directors with an un-excused absence from three (3) consecutive meetings, or two-thirds (2/3) vote of those present at a general meeting with notice, may be removed from office by the Board.

Article 12

Meetings:

- A. An Annual membership meeting shall be held in January.
- B. General meetings will be conducted the second Wednesday of each month at 7:00 p.m. A General meeting may also be called by written petition from ten (10) Council members. All meetings shall be "Open Meetings".
- C. The Board shall meet quarterly to discuss matters of general interest to the Community. Additional meetings may be called by the President as the need for such meetings arise.
- D. **Quorum:** A majority of the Board members shall constitute a quorum for all Board meetings.
- E. In addition to a majority of Board members, those general members present shall constitute a quorum for all general membership meetings. Motions shall be made by Board members only and approved by vote of the council members in attendance. Any action of the Council shall require a favorable vote of the majority of members present.
- F. **Notice:** All general meetings shall require notice published in a local newspaper of general circulation, at least 7 days prior to the date of the scheduled meeting. Notices shall be posted at the Post Office and other public places, as necessary.

Article 13

Treasury:

- A. Council funds shall be used to cover the cost of mailing notices of meetings or newsletters to all members; and to purchase office supplies as needed, and approved by the Board.
- B. **Authorized Signatures:** Authorized signatures on all Council checks shall be those of the President, the Treasurer, or the Vice President in the absence of either.

Article 14

Representation of the Community Council:

- A. No officer or member of the Council shall purport to represent the views or interests of the Council without the express authorization of the membership. The Board shall carry out the directives authorized by the membership.

- B. Where a designated representative speaks on behalf of the Council, the representative shall be prepared to provide information indicating the results of any voting at meetings, telephone opinion polls, or other action of the Council.
- C. In cases of emergency where immediate action is required by the Board to respond to a request for a recommendation on a given issue, and time does not allow for a general meeting to be called, the Board may, with a super majority of five (5) member votes, respond to the situation. However, in such cases, the Board shall report on the action at the next General membership meeting.
- D. On issues pertaining to "land issues", i.e., vacations, variances, transfer of licenses, subdivisions, junk yards, etc., the Board shall notify the persons initiating the action, of the time and place scheduled for the meeting. Notification shall be by telephone call, by a Board member. If personal contact is not made, notification shall be by letter.
- E. Robert's Rules of Order shall prevail in the conduct of all meetings.

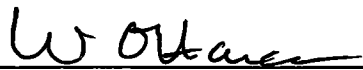
Article 15

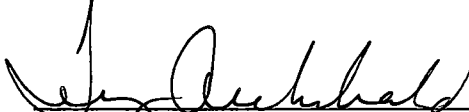
Amendments: Bylaws may be amended only at a General meeting as defined in Article 12. Notice of a general meeting at which the bylaws are to be amended must be sent to each member. Such notice shall include a copy of the proposed changes to the bylaws.

Article 16

Compliance with Matanuska-Susitna Borough Code: All bylaws shall conform to the provisions of the Mat-Su Borough Code, Chapter 2.76 – Community Councils. A copy of any newly-adopted bylaws shall be provided to the Borough Clerk.

Approved at the regular membership meeting of November 12, 2008 held at the Edward "Bud" Beech Fire Hall, Big Lake, Alaska


/s/ Bill O'Hara, President


/s/ Terry Archibald, Secretary

Revised: 12/10/08