

**Big Lake Community Council  
Bylaws**

**Article 1: Name & Authority**

The name of this organization shall be the Big Lake Community Council, hereinafter referred to as the "Council" or "BLCC". The BLCC is authorized by the Matanuska-Susitna (Mat-Su) Borough governing code Title 2, Chapter 2.76 - Community Councils and established by the residents of the community of Big Lake, AK. 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.

**Article 2: Geographical Area**

The BLCC shall serve the approximate area as defined by the Mat Su Borough, Big Lake Voting Precinct 08-155 (A copy of the District Map can be found on the Mat-Su Government web-site).

**Article 3: Purpose**

1. Bylaws. The BLCC Bylaws provide for the rules and administrative procedures for the BLCC's internal affairs and governance.
2. Big Lake Community Council. The BLCC is to provide a direct and continuing means of citizen participation in government and local affairs. The BLCC is intended to give:
  - A. Residents a method to work together for the expression and discussion of their opinions, needs and desires in a manner that will have an impact on their community's interests, development and services. The Council also provides a vehicle to join with other community organizations on issues of mutual concern.
  - B. Governmental agencies a method for receiving opinions, needs, desires and recommendations of the residents and community groups.
  - C. 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 and Dues**

1. General Member: Any person 18 years of age, or older, who is eligible to vote in the Matanuska-Susitna Borough's elections as a resident of the Big Lake Community Voting Precinct (08-155) can be a General Member of the BLCC provided he/she:
  - A. Has attended at least one Community Council meeting [point of clarification. A resident that was not a member of the Council in the preceding year can sign up for the Council in January. However, they do not become a member until they have attended at least one meeting; hence; they would be a full member (eligible to vote) at the next General Meeting].

B. Annual dues payments are current.

2. Membership shall be for a one-year period running from January 1 through December 31, of any year or the remaining portion of the year.

3. Associate Member: Persons owning property or who represent a business within the BLCC boundaries (Article 2) but resides 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.

4. Membership Dues: The Board of Directors (also referred to as the 'Board') may establish dues at the council's 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 contributed to the Council.

#### **Article 5: Voting and Elections**

1. Each General Member is entitled to cast one vote per matter brought before the General Membership for a vote.

2. Associate Members, while entitled to participate in council activities, are not entitled to vote.

3. A General Member must be present in the published meeting room or in the published remote meeting at the time of the vote in order to cast a vote. There shall be no voting by Proxy or by mail.

4. Voting on routine matters will be conducted by a show of hands in the meeting room if such vote will permit accurate counting of the votes or by roll call during a remote meeting, if required by the Open Meetings Act. However, if a request is submitted in writing to the President by ten (10) or more General Members, the President may direct that the vote be conducted by secret written ballot.

5. The Board shall establish and maintain a current list of members.

6. The election of the Board of Directors is a special election and shall be conducted by secret written ballot, subject to rules and procedures established by the Board. Elections for the Board of Directors shall take place at the Annual Meeting.

7. To vote in the election for Board of Directors, General Members must have been a member in good standing prior to the Annual Meeting at which the election is held (note Article 4).

8. Three months prior to the Annual Meeting the President shall appoint a Nominating Committee of at least three (3) members at the General Meeting to accept member applications for election to the Board. The election ballot will be finalized and published at the General

Meeting the month prior to the Annual Meeting. Once the Nominating Committee publishes the ballot list no new candidates will be added to the ballot.

9. Each General Member is entitled to one vote for each vacant position to be filled. By way of clarification, if there are three vacant positions up for vote, each General Member may vote for up to three eligible applicants. The applicants receiving the highest number of votes shall be declared duly elected members of the Board and fill the vacated positions. Names of all Board members will be provided to the Borough Clerk.

10. To maintain continuity on the Board, terms of Board members shall be staggered. Four (4) members shall be elected in the even years and three (3) members shall be elected in the odd years.

11. The President, with concurrence of a majority of the Board members, may appoint a member who satisfies the conditions of Article 4 1A and 1B, to fill a vacant Board position for the remainder of the term. The President may also decide to conduct a new election to fill the vacancy; the Annual Election process will be followed for mid-term elections.

#### **Article 6: Eligibility of Board Members**

1. Board members shall be from the members in good standing from the General Membership, as such; they must be residents of Big Lake for voting purposes and 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.

2. If a Board member moves outside the Council boundary or otherwise loses membership status during his or her term of office, they must vacate their Board position.

3. Terms of Office shall be for two (2) years. Board members are eligible to serve only two (2) consecutive terms. Any Board member having served two (2) terms shall not be eligible to serve on the Board until one (1) year after the expiration of their last term.

4. Any member of the Board of Directors may be removed from the Board for: conduct unbecoming a Board member; three (3) un-excused, consecutive absences from council meetings; or for actions prejudicial to the aims and repute of the Community Council. Removal requires a two-thirds (2/3) majority vote of the General Membership present at any regularly scheduled General Meeting after notice and opportunity for a hearing has been afforded to the Director against whom the complaint was filed.

#### **Article 7: Responsibilities**

1. President: In general, the President sets the agenda for all General, Special and Annual Council meetings; presides at all Council meetings; represents the Council at all conferences or activities involving intra/inter-organization planning and coordination; directs the Board on planning and coordination of Council affairs.

2. Vice President: The Vice President fulfills the duties of the President when the President is unavailable and shall assist the President in representing the Council.

3. Secretary: The Secretary keeps minutes and attendance records of all General, Special, and Annual Council Business meetings; maintains Council minutes records, attendance records, and keeps a file on all correspondence and records available for public inspection and review in compliance with State and Borough Public Access laws.

4. Treasurer. The Treasurer maintains a record of all Council moneys received, expended for (or by) the organization; provides a general financial report at General Meetings, and a detailed financial report once a year.

5. Directors at Large. The Directors at Large assist the President and/or other Officers of the Council on policy matters and parliamentary procedures; oversee committee activities when selected to serve; and perform other duties as requested.

### **Article 8: Meetings**

1. There are four types of BLCC meetings:

A. General Meetings: General Meetings are designed to conduct routine BLCC matters. They will be conducted the second Tuesday of each month at 7:00 P.M. at a location to be published prior to the meeting. A General Meeting may also be called by written petition from ten (10) Council members and compliant with the appropriate public notice requirements.

B. Special Meetings: Special Meetings are designed to conduct emergent or special BLCC affairs, which are deemed not consistent or compatible with the aims of the General Meeting. They occur as required and are directed by the President. An example of a Special Meeting could be an executive meeting by the Board of Directors.

C. Annual Meetings. Annual Meetings are conducted in place of a General Meeting for the purpose of electing the Board of Directors. Annual meetings are in lieu of the January General Meeting unless otherwise directed by the President and with the concurrence with the majority of the General Membership.

D. Committee Meetings. Committee Meetings are designed to conduct the affairs of the Standing and Special Committees and are scheduled and presided over by the Committee Chair.

2. All meetings shall be "Open Meetings" and available to the public with the privilege of the floor being extended to all present.

3. The Board of Directors shall meet, at a minimum, quarterly to discuss matters of general interest to the Council. The President, as needed, may call additional meetings.

4. A majority of the Board members shall constitute a quorum for all General, Annual, and Special Meetings. In addition, those general members present shall constitute a quorum for all General, Annual, and Special Meetings.

5. The President shall set the agenda and itinerary for each General, Annual and Special meeting and will ensure proper public notice is made in accordance with applicable borough government statutes.
6. Motions shall be made by Board members only and approved by vote of a majority of General Members in attendance. Any action of the Council shall require a favorable vote of the majority of members present.
7. Roberts Rules of Order shall prevail in the conduct of all meetings in which they are not inconsistent with the Bylaws.

#### **Article 9: General Organization and Mode of Operation**

1. The BLCC is comprised of General Members and Associate members discussing and voting in a public forum on issues within the scope of the BLCC's purpose. From the eligible pool of General Members, the Council will elect a Board of Directors to manage Council affairs. The Board will manage the Council's affairs by:
  - A. Organizing the agenda and conducting the General, Special and Annual council meetings.
  - B. Maintaining the council's administrative affairs (treasury, correspondence, etc).
  - C. Establishing Standing and Special Committees through which the non-administrative interests will be pursued.
2. The Board of Directors will consist seven (7) members comprised of four (4) Officers of the Council and three (3) Directors at large. The four Officers of the Council will execute the responsibilities of the President, the Vice President, the Secretary and the Treasurer.
3. The Board of Directors will elect from within the Board the four Officers of the Council. One Board member may hold both positions of Secretary and Treasurer thus reducing the number of Officers of the Board from four (4) to three (3). This election will occur after the election of the Board of Directors at the Annual Meeting or when called upon by a supermajority of five (5) members of the Board of Directors.
4. The majority of the Council's efforts will be conducted during the monthly General Meetings. This will consist of, but not limited to, public notifications, public discussion on relevant community interest issues, announcements, educational presentations, and reports rendered by Committee Chairs and other Big Lake community organizations. However, whenever specialized effort is required to further the community's interest but not suitable for the constraints of the format for the General Meeting, these actions will be referred to a BLCC Committee.
5. The Board of Directors will form Standing and Special Committees to serve in areas of interest on behalf of the Council. The Committee Chair and members of each committee shall be appointed by the President, and approved by the Board. All members (General and Associate) of

