



# BIG LAKE COMMUNITY COUNCIL BYLAWS

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### 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, Alaska.

1. All Bylaws shall conform to Mat-Su Borough Code, *Chapter 2.76 – Community Councils*.
2. A signed copy of newly adopted bylaws shall be provided to the Borough Clerk.

### Article 2: Geographical Area

The BLCC shall serve the area defined by Mat Su Borough as Big Lake Voting Precinct (30-555). The Big Lake voting precinct map can be viewed on the Mat Su Government website via the link below:

<https://ecommerce.matsugov.us/cdn/Documents/30-555%20Big%20Lake.pdf>

### Article 3: Purpose

1. Bylaws: The BLCC Bylaws provide rules and administrative procedures for the Council’s internal affairs and governance.
2. Big Lake Community Council: The BLCC is intended to provide a direct and continuing means of citizen participation in government and local affairs. Specifically, the Council 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 wellbeing. (This includes making recommendations for Community Improvement Project fund use.)

### Article 4: Membership and Dues

1. General Members: Any person 18 years of age or older, who is eligible to vote in Matanuska-Susitna Borough elections as a resident of the Big Lake Community Voting Precinct (30-555) can be a General Member of the BLCC provided he/she:
  - a. Has attended at least one Community Council meeting in the current membership year  
-AND-
  - b. Is current with annual membership dues payment.

A resident may apply for BLCC membership during the first meeting they attend. New members become eligible to vote at the next General Membership meeting after submitting a membership application and paying annual dues.

2. Associate Members: Persons owning property or who represent a business within the BLCC boundaries (see Article 2) but reside outside the area are eligible for Associate membership. Associate Members may participate in meetings and activities of the Council, but do not vote in decisions affecting the community.
3. Membership Duration and Renewals: Memberships shall be based on the calendar year (January 1 through December 31).
  - a. All memberships are due for renewal at the beginning of each calendar year (January 1).
  - b. Memberships received later in the calendar year do NOT extend past December 31, but also require renewal at the beginning of the next calendar year.
  - c. Memberships may be renewed for up to five (5) years (non-refundable).
4. Membership Dues: The Council Board of Directors (also referred to as the “Board”) may establish dues at the BLCC Annual Meeting.
  - a. Dues shall not exceed \$10.00 per person, per year, as specified in *MSB Code 2.76.030*
  - b. Currently established dues are \$10.00 effective January 1997.

#### Article 5: Voting and Elections

1. General Members: Each General Member is entitled to cast one vote per matter brought before the General Membership.
2. Associate Members: Associate Members, while entitled to participate in council activities, are not entitled to vote.
3. No Proxy or Mail Voting: A General Member must be present in the published meeting room (or published remote meeting, if applicable) at the time of the vote, to cast a vote. There shall be no voting by proxy or by mail.
4. Types of Voting:
  - a. *Show of Hands* - for routine matters (in the meeting room) if such a process will permit accurate counting of the votes -OR-
  - b. *Roll Call* - during a remote meeting, if required by the Open Meetings Act -OR-
  - c. *Secret Written Ballot* – as directed by the Council President; if a request is submitted in writing by (10) or more General Members; or as otherwise specified in these bylaws.
5. Membership List: The Board of Directors is responsible for maintaining a current list of members.
  - a. The membership list will be used for the purpose of verifying voting eligibility of attendees present at Council meetings.
  - b. The Council Secretary will update the membership list and provide a sign-in sheet with the current list of eligible voting members for every General Membership meeting.
6. Voting Eligibility: 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 (see Article 4).

7. Board of Directors Election: The Board of Directors (Council Board) is determined via special election and shall be conducted by secret written ballot, subject to rules and procedures established by the Council Board and contained in these bylaws.
  - a. Elections for the Council Board shall take place at the Annual Meeting, in October or November of the membership year, as directed by the Council President.
  - b. Elected Council Board members will take their positions during the following January General Membership meeting.
8. Nominating Committee: Three months prior to the Annual Meeting the Council President shall appoint a Nominating Committee for the Board of Directors election.
  - a. The nominating committee shall consist of at least two (2) Council members, and one (1) Council Board member, who will accept candidate applications for Board election.
  - b. The candidate list and election ballot will be finalized and published at the General Membership meeting the month prior to the Annual Meeting.
  - c. Once the Nominating Committee publishes the ballot (and candidate list), no new candidates may be added to the ballot.
9. Board of Directors Voting Process: Each General Member is entitled to one vote for each vacant Board position to be filled. (Example: If there are three vacant Board positions up for election, each General Member may vote for up to three eligible candidates listed on the ballot.) The candidates receiving the highest number of votes shall be declared duly elected members of the Board to fill the vacated positions.
10. Board Information Provided to MSB Clerk: Names and contact information of all Board members shall be provided to the Borough Clerk after each Council Board election.
11. Board Continuity: To maintain continuity, Board terms shall be staggered. Four (4) members shall be elected in even years and three (3) members shall be elected in odd years.
12. Board of Director Vacancies: The BLCC President, with concurrence of a majority of the Board members, will determine the manner to fill a Board vacancy with a member who satisfies the conditions of Article 4(1)(a) and 4(1)(b).
  - a. An eligible member may be appointed to fill the vacant Board position for the remainder of the term -OR-
  - b. The Council President may decide to conduct a new election to fill the vacancy. In the event of a mid-term election, the Annual Election process will be followed.

## Article 6: Eligibility for Council Board of Directors

1. Eligibility Definition: The Council Board of Directors shall be elected from the General Membership (residents of Big Lake for voting purposes and living within Council boundaries.) To qualify as a candidate for a Board seat, the person must:
  - a. Have been a General Member of the Council in good standing for the entirety of the current membership year -AND-
  - b. Must have attended at least four (4) General Membership meetings for the current membership year, prior to filing as an applicant.
2. Residence Requirement: If a Board member moves outside the Council boundary, they must vacate their Board position.
3. Board Terms of Office: Terms of Office shall be for two (2) years.
  - a. Elected Officers of the Board of Directors are eligible to serve two (2) consecutive terms. After the second term as an elected officer, a Board member shall not be eligible to serve on the Board again until one (1) year after the expiration of their last term.
  - b. Any Board member who serves one (1) term as a Director at Large, may serve two (2) additional terms as an elected Board Officer, for the purpose of maintaining continuity of the Board. After the second term as an elected officer, a Board member shall not be eligible to serve on the Board again until one (1) year after the expiration of their last term.
4. Reasons for Removal from Council Board: A Council Board member may be removed from the Board for any of the following reasons:
  - a. Three (3) unexcused or unnotified, consecutive absences from General Membership and/or Council Board meetings -OR-
  - b. Lapse of membership in good standing, due to failure to renew (non-payment of dues) for 60 days into the new membership year -OR-
  - c. Conduct unbecoming a Board member -OR-
  - d. Actions prejudicial to the aims and repute of the Big Lake Community Council.
5. Removal Process: Removal of a Board member for reason(s) stated above requires the following:
  - a. Written notice from the Council Board of Directors to the affected Board member outlining reason(s) for consideration of removal from the board -AND-
  - b. Reasonable opportunity (30 days) provided for the Board member to respond and/or remediate the concern(s) specified in the written notice -AND-
  - c. Opportunity for a hearing at a special meeting of the BLCC Board of Directors -AND-
  - d. A two-thirds (4 of 6) vote of the remaining Council Board members at a regularly scheduled General Membership meeting .

## Article 7: Responsibilities of Council Board Members

1. President: The President sets the agenda for 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, and directs the Board of Directors on planning and coordination of Council activities.
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 records minutes and attendance for all General, Special, and Annual Council Business meetings; ensures availability of all correspondence and records for public inspection and review in compliance with State and Borough Public Access laws, through the Mat Su Borough Office of the Clerk; and performs additional duties of the Secretary including:
  - a. Maintaining files and ensuring secure storage of Council records such as agendas, minutes, attendance documents, and membership application/renewal forms,
  - b. Maintaining a current database of members and the Council member voting eligibility list,
  - c. Maintaining a comprehensive contact list for Council member communications to include:
    - i. Distribution of meeting agendas and minutes,
    - ii. Forwarding public notices and correspondence,
    - iii. Other matters of interest and concern to Council members.
4. Treasurer: The Treasurer maintains a record of all Council moneys received, expended for (or by) the organization, and provides the following reports:
  - a. *General Financial Report* - at all General Membership and Board of Director meetings,
  - b. *Detailed Financial Report* - once per year at the Annual Council meeting,
  - c. *Comprehensive Financial Report* - upon the election of a new Treasurer.
5. Directors at Large: The Directors at Large assist the President and/or other Officers of the Council Board on policy matters and parliamentary procedures, oversee committee activities when selected to serve, and perform other duties as requested.
6. End-of-Term Responsibilities: Upon completing a Council Board term of office and before leaving the Board, each Board Member will ensure a smooth transition and continuity of the Board, by accomplishing the following:
  - a. Prepare/maintain a detailed list of duties, processes, and necessary information, specific to their role as a Council Board Director.
  - b. Meet with the incoming electee during the transition period (Annual Board of Directors election until the following January change of Board members) to provide orientation and support, as needed.

## Article 8: Meetings

1. Meeting Types: There are four types of BLCC meetings:
  - a. *General Meetings*: General Meetings are designed to conduct routine Council matters.
    - i. These will be held on the second Tuesday of each month at 7:00 P.M. at a location to be published prior to the meeting.
    - ii. A General Meeting may also be called by written petition from ten (10) Council Members and shall be compliant with appropriate public notice requirements.
    - iii. A General Meeting shall address: Previous minutes and agenda approval, State and local representative reports, guest presentations, community group reports, old business, and new business.
  - b. *Special Meetings*: Special Meetings are designed to conduct emergent or special Council activities, which are deemed not consistent or compatible with the aims of the General Meeting. These occur as required and are directed by the President. An example of a Special Meeting could be an executive meeting of 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 held in lieu of the October General Membership meeting unless otherwise directed by the President and with concurrence of the General Membership.
  - d. *Committee Meetings*: Committee Meetings are designed to conduct the affairs of Standing and Special Committees. These are scheduled and presided over by the assigned Committee Chair.
2. Open Meetings Act: All meetings shall be conducted in accordance with the Open Meetings Act and available to the public with the privilege of the floor being extended to all present.
3. Conflict of Interest: In the event of a conflict of interest concerning a certain issue for members of the Board, that conflict needs to be disclosed before a vote is taken on the issue. The need for recusal from the vote may be determined by the Council President at the time of the vote.
4. Board of Director Meetings: 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.
5. Quorums: 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.
6. Agendas: The President shall set the agenda for each General, Annual, or Special meeting, and will ensure proper public notice is made in accordance with applicable borough government statutes.
7. Motions: Motions shall be made by Board Members only and approved by vote of the majority of General Members in attendance. Any action of the Council shall require a favorable majority vote of the members present.
8. Roberts Rules of Order: Roberts Rules of Order shall prevail in the conduct of all Council meetings in which they are not inconsistent with the BLCC Bylaws. An individual from the Council Board of Directors or General Membership, who is well-versed in Roberts Rules of Order and willing to assist in keeping order during meetings that include contentious issues, may be appointed as Sergeant at Arms by the Council President.



## Article 9: General Organization and Mode of Operation

1. Council Components: The BLCC is comprised of General Members and Associate members discussing and voting in a public forum on issues within the scope the Council's purpose. From the eligible pool of General Members, the Council will elect a Board of Directors to manage Council activities by:
  - a. Organizing the agenda and conducting General, Special and Annual Council meetings
  - b. Fulfilling the Council's administrative responsibilities (treasury, correspondence, etc.)
  - c. Establishing Standing and Special Committees through which non-administrative interests will be pursued.
2. Council Board of Directors: The Board of Directors shall consist of no more than seven (7) members including four (4) Officers of the Council and three (3) Directors at Large.
3. Council Board Officers: The four (4) Officers of the Council Board will be elected by majority vote of the seven (7) members of the Board of Directors.
  - a. The election of Officers of the Council Board will occur after the election of the Board of Directors during the Annual Meeting or at a time determined by a majority vote of members of the Board of Directors.
  - b. One Board Member may hold both offices of Secretary and Treasurer, thus reducing the number of Officers of the Council Board from four (4) to three (3).
4. Council Activities: Most of the Council's activities will be conducted during the monthly General Membership meetings.
  - a. Council activities will consist of, but not be limited to: Public notifications, public discussion of relevant community interest issues, announcements, educational presentations, and reports rendered by Committee Chairs and other Big Lake community organizations.
  - b. When specific effort is required to further the interests of the community, but not suitable for the constraints of the General Membership meeting format, such actions will be referred to a BLCC Committee.
5. Council Communications: Information distribution to BLCC members and community residents will be handled as follows:
  - a. *Mandatory Communication Methods* - Council information shall be distributed via the comprehensive membership email list and via the Mat Su Borough Clerks Office (scheduled meetings, Council Board contact information, meeting agendas and minutes)
  - b. *Optional Communication Methods* – Council information may also be distributed via the BLCC website, US mail, and appropriate, public, social media outlets.
6. Council Committees: The Board of Directors will form Standing and Special Committees to serve in areas of interest on behalf of the Council.
  - a. *Standing Committees* - conduct the detailed, specialized business of the Council outside of the routine business conducted by the Board of Directors during General Membership meetings. There will two (2) BLCC Standing Committees for: Community Outreach and Community Investment. Other Standing Committees may be established as required.
  - b. *Special Committees* - manage emergent or short-term Council interests and will be dissolved upon resolution of the action (ex: Election, Grants or Bylaws committees).

- c. Committee Chairs and members shall be appointed by the President and approved by the Board of Directors. All Council Members (General and Associate) are eligible for appointment. Committee Chair leadership is not restricted to Board Members; all Council Members are eligible. However, there shall be at least one Board member on every Council committee. The preponderance of detailed non-administrative council work shall be taken up in committee and the results of those efforts will be reported by the Committee Chair to the General Membership for information or action (vote).
7. Process for Council Action: Where Big Lake community interests are concerned, issues or requests for Council action will be brought forward by a member of the Board of Directors or from a Committee Chair, and presented in the General Membership forum for discussion, in accordance with Roberts Rules of Order.
- a. If an action is desired by the Council, a member of the Board of Directors may make a motion for the Council to take the desired action.
  - b. If another member of the Board of Directors seconds the motion, the President will open the floor for public discussion.
  - c. Once all interested parties have had opportunity to present their points of discussion, the President will call for amendments to the motion or, if the motion stands, initiate a vote.
  - d. If a vote passes by a majority of General Members present, the President will direct a member of the Board of Directors, a Committee Chair, or other volunteer to execute the approved action on the Council’s behalf. This may result in one or more of the following assignments:
    - i. BLCC correspondence to another organization
    - ii. Work sent back to committee for further refinement prior to action
    - iii. BLCC representation sent to provide public presentation(s) at other forums
  - e. Of key interest is that the BLCC Board of Directors does not decide the ultimate direction of the council, but rather manages the process for the Council Membership to have an orderly venue for best achieving the desired aims of the community.

#### Article 10: Treasury

1. Use of Collected Dues: Council membership dues shall be used for operational expenses as necessary for the business of BLCC and approved by the Board of Directors.
2. Authorized Signatures: Approved signers for Council checks and transactions shall be the President, Vice President, and Treasurer.
3. Checks in Excess of \$250: Two authorized signatures are required for any Council check written for an amount more than \$250.
4. Other Council Fund Sources: Funds (other than dues) may be received from the following sources:
  - a. *Member donations* - not to exceed \$50 per member, per year, per *MSB Code 2.76.030*,
  - b. *Grants* - from governmental or other organizations, -OR-
  - c. *Other Fund-raising Activities*

5. [Financial Reports](#): There are three types of reports and reviews required for Council funds:
  - a. *General Report* - Membership and Board meeting reports of current account balances,
  - b. *Annual Financial Review* – at BLCC Annual meetings,
  - c. *Comprehensive Review* - Financial review by the Board upon election of a new Treasurer.

#### Article 11: Representation of the Community Council

1. [Authorization to Represent BLCC](#): No member of the Council shall purport to represent the views or interests of the Council without the expressed authorization of the membership.
2. [Representative Reports to BLCC](#): 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.
3. [Emergencies or Urgent Action](#): In cases where immediate action is required by the Board of Directors to respond to a request for recommendation on a given issue and time does not allow for a General Membership meeting to be called, the Board of Directors may, with a super majority (all but one) of member votes, respond to the situation. In such cases, however, the Board shall report on the action at the next General Membership meeting.
4. [Representation of Parties in Land Issue Discussions](#): In matters pertaining to property, such as variances, transfer of licenses, subdivisions, junk yards, etc., the Board of Directors shall notify all affected parties of the intent to publicly review the matter and ensure opportunity for the parties to represent their interests at a General Membership meeting. Timely notification is required to permit all parties to make arrangement to participate in the meeting.

#### Article 12: Amendments and Dissolution

1. [Bylaws Review and Amendments](#):
  - a. Bylaws reviews shall occur at six (6) year intervals unless a specific need for earlier revision or amendment is identified (Example: Redistricting/change of voting precinct number).
  - b. Notice of intent to review and/or amend the Bylaws must be published at a General Membership meeting at least one (1) month prior to the vote and listed as an agenda item for the meeting of the vote.
  - c. Proposed, amended Bylaws must be readily available to General Members at least one (1) month prior to the vote.
  - d. Amendments to the established Council Bylaws may only be approved by a favorable majority vote at a General Membership meeting.
2. [Council Dissolution](#): Unless otherwise provided by law, dissolution of the Big Lake Community Council may only occur by vote of three-fourths of the members of the Council during a General Membership meeting or at a Special meeting called for the purpose.
3. [Council Property Dispensation](#): If the BLCC is dissolved, Council property may be donated to a non-profit organization. Such donation(s) may include but is/are not limited to funds remaining in the Council treasury after all obligations are met. The Council will pre-determine the selection of non-profit recipient(s) at the time of the dissolution vote.

Approval and Signatures

- BLCC Bylaws: Adopted January 10, 1985 – Heritage Christian School, Big Lake, AK
- Amended Bylaws: Approved March 9, 1988 – Big Lake Fire Station, Big Lake, AK
- Amended Bylaws: Approved January 28, 1993 – Bud Beech Fire Hall, Big Lake, AK
- Amended Bylaws: Approved January 13, 1999 – Bud Beech Fire Hall, Big Lake, AK
- Amended Bylaws: Approved November 12, 2008 – Bud Beech Fire Hall, Big Lake, AK  
(Revised 12/10/08)
- Amended Bylaws: Approved February 14, 2014 – Lakeshore Studio, East Lake Mall, Big Lake, AK
- Amended Bylaws: Approved August 8, 2016 – Big Lake Lions Club, Big Lake, AK
- Amended Bylaws: Approved March 9, 2021 – Big Lake Lions Club, Big Lake, AK

These Amended Bylaws have been approved during the Big Lake Community Council General Membership meeting of *month day, year*, held at Big Lake Lion’s Club, Big Lake, Alaska.

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Signature – Jodi Riddell, President – Big Lake Community Council      Date

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Attestation – Lisa Behrens, Secretary – Big Lake Community Council      Date