



BIG LAKE COMMUNITY COUNCIL BYLAWS

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Article 1: Name & Authority

The name of this organization is the Big Lake Community Council (BLCC). It operates under the authority of the Matanuska-Susitna Borough Code, Title 2, Chapter 2.76 – Community Councils, and was founded by residents of Big Lake, Alaska.

1. These Bylaws must comply with Mat-Su Borough Code Chapter 2.76.
2. A signed copy of any newly adopted bylaws shall be provided to the Borough Clerk.

Article 2: Geographical Area

The BLCC serves the area identified as the Big Lake Voting Precinct (30-555) by the Matanuska-Susitna Borough. A map of this precinct is available at: <https://matsugov.us/docs/general/18288/AD5-36x48.pdf>

Article 3: Purpose

1. Bylaws

These Bylaws provide the internal rules and governance structure for the BLCC.

2. Purpose of the Council

The BLCC exists to ensure consistent public involvement in local and governmental affairs by providing:

- a. Residents – A forum to express opinions and collaborate on community issues, development, and services.
- b. Governmental Agencies – A channel to receive public input and feedback.
- c. Local Governing Bodies – Insight into community priorities to help guide decisions on capital projects and public programs.

Article 4: Membership and Dues

1. General Members

Any person who is at least 18 years old and eligible to vote in Matanuska-Susitna Borough elections as a resident of the Big Lake Voting Precinct (30-555) may become a General Member if they meet the following conditions:

- a. Attend at least one Community Council meeting during the current membership year.
- b. Pay the annual membership dues.

2. Associate Members

Individuals who own property or represent businesses within the BLCC boundaries but live outside the area can become Associate Members. They may participate in meetings and activities but cannot vote.

3. Membership Duration and Renewals

Memberships follow the calendar year (January 1 to December 31):

- a. Renewals are due January 1 each year.
- b. Memberships initiated later in the year still expire December 31.
- c. Memberships may be renewed for up to five years (non-refundable).

4. Membership Dues

The Board of Directors may set annual dues at the BLCC Annual Meeting. Dues shall not exceed \$10 per year per member, in accordance with MSB Code 2.76.030. Current dues are \$10, as established in January 1997.

Article 5: Voting and Elections

1. General Members

Each General Member may cast one vote per item presented to the membership.

2. Associate Members

Associate Members may not vote.

3. No Proxy or Mail Voting

Voting must occur in person or in a properly announced remote meeting. Proxy and mail voting are not allowed.

4. Types of Voting

Votes may be conducted by show of hands, roll call, or secret ballot depending on the situation.

5. Membership List

The Board maintains a list of eligible voting members, updated by the Secretary for each meeting.

6. Voting Eligibility

To vote in Board elections, a General Member must be in good standing before the Annual Meeting.

7. Board of Directors Election

Board elections occur at the Annual Meeting via secret written ballot. Newly elected members begin service the following January.

8. Nominating Committee

The nominating committee will consist of Board Officers and begin work 3 months before the scheduled election.

9. Board Voting Process

Members vote for as many candidates as there are open Board positions. Top vote-getters are elected.

10. Information to MSB Clerk

The names and contact details of new Board members must be submitted to the Borough Clerk.

11. Board Continuity

To ensure continuity, four Board members are elected in even years, three in odd years.

12. Board Vacancies

Vacancies may be filled by appointment or election, or left open, as determined by the President and Board.

Article 6: Eligibility for Council Board of Directors

1. Eligibility Requirements

To be eligible for a Board seat, an individual must be a General Member in good standing for the entire current year and must have attended at least four General Membership meetings before applying.

2. Residence Requirement

Board members must live within the Council boundaries. If they move outside the area, they must resign.

3. Grounds for Removal

A Board member may be removed for three un-notified absences (within 12 months), unpaid dues (60+ days overdue), misconduct, or actions disrespectful or harmful to the Council.

4. Removal Procedure

Removal requires a written notice, 30-day response period, opportunity for a hearing, and a two-thirds vote of the remaining Board.

Article 7: Responsibilities of Council Board Members

1. President

Leads all Council meetings, prepares agendas, represents the Council in official matters, and oversees Council activities.

2. Vice President

Assists the President and assumes their duties when absent.

3. Secretary

Records meeting minutes and attendance, ensures public access to records, maintains Council documents, membership lists, and handles member communications.

4. Treasurer

Manages financial records and presents reports at regular and annual meetings, as well as upon transition. Works with Council Accountant on the following: Member dues, Community donations and fees for parks,

5. Directors at Large

Support the Board with policy matters, oversee committees when needed, and will be assigned other duties, such as website manager, membership & voting eligibility coordinator, communications coordinator, grants coordinator, etc.

6. Youth Advisor (non-voting board member)

Reports to the Board and General membership. Provides information on activities held within the council boundaries by youth organizations and/or schools, and reports BLCC projects to youth organizations and/or schools to involve our teens in their community.

7. Transition Responsibilities

Outgoing Board members must document their duties, provide guidance, and support their successor during the transition period.

Article 8: Meetings

1. Types of Meetings

- a. General Meetings – Held monthly on the second Tuesday at 7:00 PM, or when petitioned by 10 members. These cover regular business and updates.
- b. Special Meetings – Called for urgent or unique business not suitable for regular meetings. Called by the President.
- c. Annual Meeting – Held in place of the October General Meeting to elect Board members, unless scheduled otherwise.

2. Open Meetings Act

All meetings must be open to the public, and all attendees are granted the right to speak.

3. Conflict of Interest

Any Board member with a conflict must disclose it before voting. The President may determine if recusal is required.

4. Board of Director Meetings

The Board must meet at least quarterly, with additional meetings called by the President if needed.

5. Quorums

A majority of Board members constitutes a quorum. For General, Annual, and Special Meetings, both Board and General Members present count toward quorum.

6. Agendas

The President prepares and publishes the agenda in accordance with public notice rules.

7. Motions

Only Board members may make motions, which must then be voted on by the General Membership.

8. Roberts Rules of Order

Meetings follow Roberts Rules of Order unless they conflict with these Bylaws. A Sergeant at Arms may be appointed to help manage order during contentious meetings.

Article 9: General Organization and Mode of Operation

1. Council Structure

The BLCC consists of General and Associate Members who participate in public discussions. A Board of Directors, elected from General Members, manages operations.

2. Board Composition

The Board must have at least three and may have up to eight members. The Board consists of three or four Officers (One person may serve as both Secretary and Treasurer), up to three Directors at Large, and one Youth Advisor.

3. Election of Officers

Officers are elected by a majority vote of the Board after the Annual Election.

4. Selection of Youth Advisor

The Youth Advisor is selected by the Houston High School teacher heading the Leadership Class / Leadership Council.

5. Council Activities

Council activities primarily occur at General Meetings and include community updates, discussions, and reports. Complex matters may be referred to committees.

6. Communication

Required: Email and Borough Clerk postings. Optional: Website, mail, and public social media channels.

7. Committees

Standing Committees handle ongoing matters. Special Committees manage temporary projects. All Council members may serve, but at least one Board member must be on each committee. Committee Work groups are held as scheduled by Committee Chairs. Work group schedules will be posted to the community and Council membership via email and the Council website.

8. Council Action Process

Actions are introduced by the Board or a Committee Chair, followed by a motion, discussion, and vote. The Board executes approved actions but does not set the Council's direction.

Article 10: Treasury

1. Use of Dues

Membership dues support the operational costs of the Council, subject to Board approval.

2. Authorized Signatures

The President, Treasurer, and Council Accountant are authorized to sign Council checks and financial documents.

3. Checks Over \$250

Two authorized signatures are required for any check over \$250.

4. Other Funding Sources

The Council may receive funds via: Member donations (up to \$50 per member per year), grants, or other fundraising activities.

5. Financial Reports

Financial reporting includes General Reports (presented at all meetings), Annual Reviews (presented at the Annual Meeting), and Comprehensive Reviews (conducted when a new Treasurer is elected).

Article 11: Representation of the Community Council

1. Representation Authority

No one may represent the Council's position without approval from the membership.

2. Reporting Back to Council

Any official representative must report the results of any votes or actions taken on behalf of the Council.

3. Urgent Actions

In emergencies requiring immediate response, the Board may act with a supermajority (all but one member). Such actions must be reported at the next General Meeting.

4. Land Issue Representation

In land-related matters (e.g., licenses, variances, subdivisions), all affected parties must be informed and given the opportunity to present their case at a General Membership meeting.

Article 12: Amendments and Dissolution

1. Bylaws Review and Amendments

Bylaws must be reviewed every six years or earlier if needed (e.g., redistricting). Amendments must be:

- Announced at least one month before the vote,
- Published and made available to members,
- Approved by a majority vote at a General Meeting.

2. Council Dissolution

Dissolution requires a three-fourths vote at a General Meeting or Special Meeting called for this purpose.


3. Property Distribution

Upon dissolution, remaining Council property and funds must be donated to a nonprofit organization chosen at the time of the 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
Amended Bylaws: Approved May 14, 2024 – Big Lake Lions Club, Big Lake, AK
Amended Bylaws: Approved November 11, 2025 – Big Lake Lions Recreation Center, Big Lake, AK
Amended Bylaws: Approved May 12, 2026 – Big Lake Lions Recreation Center, Big Lake, AK

These Amended Bylaws have been approved during the Big Lake Community Council General Membership meeting of May 12, 2026, held at Big Lake Lion's Recreation Center, Big Lake, Alaska.


Signature – Jodi Riddell, President – BLCC

S-12-26
Date


Attestation – Tina Dobson, Secretary – BLCC

5-12-26
Date

Appendix 1: Conflict of Interest Disclosure

All Board Members of the Big Lake Community Council are required to disclose any personal, financial, or other interests that may conflict with their duties to the Council.

Board Members must complete this form annually and update it as necessary when a potential conflict arises.

Please complete the following:

1. Do you have any financial interests (such as investments, contracts, or employment) that could be affected by decisions made by the Council? ☐ Yes ☐ No

If yes, please describe:

2. Do you have any personal relationships that might influence your decisions or actions as a Board Member? ☐ Yes ☐ No

If yes, please describe:

3. Do you serve on the board of any other organizations that may interface with or be affected by Council decisions? ☐ Yes ☐ No

If yes, please describe:

I affirm that the above information is true and complete to the best of my knowledge. I agree to disclose any conflicts of interest that may arise in the future.

Signature – Council Board Member

Date

Printed Name – Council Board Member

Appendix 2: Board Member Code of Conduct

As a member of the Big Lake Community Council (BLCC) Board of Directors, I agree to uphold the following standards of conduct in all Council-related responsibilities:

1. I will act honestly, fairly, ethically, and with integrity in all Council matters.
2. I will respect the opinions of fellow Council members and community participants, even when I disagree.
3. I will fulfill my responsibilities to the best of my ability and strive to attend all meetings.
4. I will actively participate in events and volunteer activities intended for the benefit of the Big Lake community.
5. I will avoid conflicts of interest and disclose any potential conflicts in a timely manner.
6. I will uphold the Council's mission and represent the community in a respectful, professional manner.
7. I will not use my position for personal gain or advancement.
8. I will maintain confidentiality of non-public information acquired during my service.
9. I will support decisions made by the Council, even if I personally disagreed during deliberations.

I understand that failure to follow this Code of Conduct may result in disciplinary action, up to and including removal from the Board of Directors.

By signing below, I affirm that I have read and understand the expectations outlined in this Code of Conduct.

Signature – Council Board Member

Date

Printed Name – Council Board Member