

# BYLAWS

## ALASKA MUNICIPAL LEAGUE

*Adopted: November 12, 1991  
Amended: August 3, 1994  
Amended: November 20, 2005  
Amended: August 12, 2009  
Amended: August 15, 2019*

### **ARTICLE I** **Purposes and Objectives**

The purpose of the Alaska Municipal League is as follows:

- a. To safeguard the interests, rights and privileges of Alaskan municipalities as they may be affected by Federal and State governmental actions.
- b. To secure cooperation among municipalities of the State in a thorough study of local problems and in the application of efficient methods of local government.
- c. To provide means whereby municipal officials may interchange ideas, experiences, and obtain expert advice.

The objectives of the Alaska Municipal League are as follows:

- a. To perpetuate and develop the League as an agency for the cooperation of municipalities in the state of Alaska for the practical study of municipal affairs.
- b. To promote application of the best methods in all branches of municipal service by holding at least one conference annually for the discussion of problems of administration.
- c. To gather and circulate information and experience concerning the most approved methods of municipal administration.
- d. To secure general and municipal legislation at the state and federal levels which will be beneficial to the municipalities and inhabitants thereof, and to oppose legislation injurious thereto.
- e. To engage in the study and preparation of uniform ordinances, resolutions, and practices; and to do any and all other things necessary and proper for the benefit of the municipalities of Alaska.
- f. To develop appropriate membership services and programs that strengthen Alaskan local governments' ability to govern their own affairs and improve the well-being and quality of life of their constituents.

### **ARTICLE II** **Associate and Affiliate Membership**

**Section 1.** Any unincorporated community, commercial or civic club, educational or government agency, organization, or commercial firm, or individual, interested in the improvement and welfare of municipal government, may be accepted by the Board as an Associate of the League. Associates shall not have a vote.

- Section 2.** Any non-profit association of municipal officials, whose membership may include non-municipal officials, but whose bylaws give majority control of the governing body of the organization to municipal officials within the organization, or any municipal or Rural Education Attendance Area school district (REAA), may be accepted by the Board as an Affiliate.
- Section 3.** Annual fees and dues for each associate and affiliate, respectively, shall be established by the Board of Directors. Failure to pay Affiliate dues or Associate fees shall be cause for cancellation of membership.

### **ARTICLE III** **Board of Directors**

- Section 1.** The director districts shall include the municipalities listed in Annex I, below. In the case of formation of a new municipality, it shall be included in the district of its closest neighboring municipality.
- Section 2.** A quorum shall consist of eight (8) members of the Board of Directors. More than one-half (1/2) of the votes, excluding blanks, cast where a quorum is present, shall constitute a majority vote.
- Section 3.** Unless inconsistent with these bylaws or with the Articles of Incorporation, all questions of parliamentary procedure shall be decided according to Roberts' Rules of Order.
- Section 4.** A vacancy on the Board of Directors shall occur when the person holding the office resigns, ceases to hold an elective position in a member municipality, or otherwise becomes unable to perform his or her duties as a Board member.
- Section 5.** The Board may declare an office vacant if the person holding that office fails to attend two (2) consecutive board meetings without receiving prior approval from the President.
- Section 6.** The adoption of any amendment to these bylaws shall not operate to shorten the term of any person previously elected to the board.
- Section 7.** Recognizing and expanding on those organizations explicitly enjoying ex-officio non-voting status under Article VI, Section 1 and 2 of the Articles of Incorporation (Restated), that status includes the following organizations, represented by municipal employees thereof:

Alaska Association of Municipal Attorneys  
Alaska Association of Municipal Clerks  
Alaska Municipal Management Association  
Alaska Government Finance Officers Association

Alaska Association of Assessing Officers  
Alaska Fire Chiefs Association  
Chair(s) of the AML Legislative Committee  
Alaska representative to National Association of Counties  
Alaska representative to National League of Cities

## **ARTICLE IV** **Officers and Delegates**

- Section 1.** The President presides at all board meetings and at the annual business meeting, represents the Alaska Municipal League in all official capacities, and appoints committees, as provided in these bylaws. No president may be eligible to serve more than one (1) consecutive, full term.
- Section 2.** The First Vice-President chairs the Resolutions Committee and performs the duties of the President in the President's absence. The First Vice-President shall fill a vacancy in the office of President for the unexpired term. That succession shall not prohibit service for the subsequent full term as President.
- Section 3.** The Second Vice-President shall perform the functions of Secretary/Treasurer to the board and shall chair the Finance Committee. A vacancy in the office of First Vice-President shall be filled by succession of the Second Vice-President to that office.
- Section 4.** A vacancy in the office of Second Vice-President or a delegate to a regional or national organization shall be filled by appointment by the President, subject to the approval of the Board of Directors. The appointee shall serve until the next annual meeting.

## **ARTICLE V** **Committees**

- Section 1.** The President shall appoint all special and standing committees, except for the Resolutions committee, which shall be appointed by the First Vice-President. The President and Executive Director shall serve as non-voting, ex-officio members of all committees.
- Section 2.** There shall be a standing Legislative Committee with at least one representative from each director district to deal with the position statement and the legislative priorities. The composition, organization and duties of the committee shall be established by resolution of the Board of Directors. However, to be appointed to the Legislative Committee, the candidate must first provide a written commitment of financial support, as may be required by the Board of Directors.

**Section 3.** The President shall appoint a Nominations and Credentials Committee each year, prior to the annual meeting. The First Vice-President shall appoint a Resolutions Committee each year, prior to the annual meeting.

- A. The Nominations and Credentials Committee shall consist of not more than five (5) delegates, at least one of whom shall be a Past President. The committee shall review nominations for each expired or vacant office to determine the qualifications of each nominee for the office for which nominated. The committee shall prepare a slate of candidates consisting of all nominees who meet the qualifications for the office for which the committee shall attempt to obtain sufficient additional qualified nominees to provide a slate of candidates with at least two nominees per office; provided only one nominee need be provided for the office of director of a district that is a single municipality district. Nominees must have a written commitment of financial support from their municipality to qualify as a candidate for office. The Board of Directors may prescribe the type and extent of commitment required. The committee's slate of candidates shall be presented to the President prior to the annual meeting for balloting by the member municipalities voting at the business meeting.
- B. The Resolutions Committee shall consist of eight (8) elected or appointed municipal officials. Each policy statement and resolution accepted by the committee shall be presented at the annual meeting for ratification by a majority vote of the member municipalities voting at the business meeting.

**Section 4.** The President may appoint an Articles and Bylaws Committee. The Committee shall consist of not more than five (5) members appointed at large, to provide for statewide representation. The Committee shall review the Articles of Incorporation and Bylaws at the direction of the President and submit its recommended amendments to the Board of Directors at least ninety (90) days prior to the annual meeting.

**Section 5.** There shall exist an Executive Committee, to be comprised of two past presidents, the current president, and first and second vice presidents. In the case of a vacancy in past presidents, the president shall appoint from other past presidents currently serving on the Board of Directors. The Executive Committee shall serve to consult regularly with the Executive Director, serve in official capacities as needed, and assist in the health and direction of the organization. No formal action can be taken by the Executive Committee.

**Section 6.** No committee may create financial liability unless approved by the Board of Directors.

## **ARTICLE VI** **Executive Director**

**Section 1.** The Executive Director shall be employed by the Board of Directors and shall serve at the pleasure of said board. The Board shall establish the salary and qualifications of the office. The Executive Director shall serve as manager and be in charge of the League office, shall have custody of, and be responsible for, all records, papers, and documents of the League, serve as a non-voting, ex-officio member of all committees, serve notice of meetings, and keep an accurate record of all proceedings of League activities at the annual meeting. The Executive Director may fill other League positions, as established by the Board.

## **ARTICLE VII** **Annual and Special Meetings of the League**

**Section 1.** The Executive Director shall send to the official address of each member municipality, a sixty (60) day notice of the time and place of the annual meeting.

**Section 2.** A quorum for the annual meeting shall be established at the opening session. A simple majority of the member municipalities which have registered by the beginning of the Opening Session shall constitute a quorum for the annual meeting.

**Section 3.** There shall be no limit upon the number of delegates to be sent by any member municipality to the meeting of the League. All delegates may be heard in debate. Questions shall be decided by voice vote, unless any member municipality shall require a roll call vote. When a roll call vote is taken, each member municipality is entitled to only one (1) vote. Each delegation shall select one of its registered delegates as chairman to express or record its vote. Any delegate attending a meeting may vote. No member may vote by proxy.

**Section 4.** The order of business at the business session of the annual meeting shall be:

1. Roll Call
2. Approval of the minutes of the last meeting
3. Annual report of the President
4. Annual report of the Executive Director
5. Reports of committees
6. Unfinished business
7. New business
8. Election of officers and board of directors

**Section 5.** Nominations for officers, directors and delegates to regional and national organizations shall be made by a nomination and credentials committee of five (5) elected municipal officials of member chosen by the President by the end of the

first day of the annual conference. Elections shall be on the last day of the session. The President, Vice-Presidents and Immediate Past Presidents shall be chosen from different director districts as those districts are set out in the bylaws.

- Section 6.** Unless inconsistent with these Bylaws or with the Articles of Incorporation, all questions of parliamentary procedure shall be decided according to Roberts' Rules of Order.
- Section 7.** Special meetings of the League may be called by the President or the majority of the Board of Directors at any given time by giving notice to the city clerk of each member municipality at least fifteen (15) days prior to the date of the meeting. The notice shall state the purpose of the meeting.

## **ARTICLE VIII** **Finances**

- Section 1.** The fiscal year of the League shall be from July 1 to June 30.
- Section 2.** The Executive Director shall prepare and submit to the Board of Directors for approval, an annual budget at least two (2) weeks prior to the last regular meeting of the board, prior to the current fiscal year. The Executive Director shall collect and disburse all monies of the League, keep its accounts which shall at all times be open to the inspection of the Board of Directors. The Executive Director shall have the authority to sign all checks, drafts, notes, warrants, and all orders for the payment of money, consistent with the approved budget.
- Section 3.** There shall be an annual audit, conducted by an independent firm engaged by the Board.

## **ARTICLE IX** **Amendments**

The Board of Directors shall adopt Bylaws and amendments thereto. Amendments to the Bylaws shall be by two-thirds (2/3) vote of all directors present at a meeting in which a quorum is present. The Bylaws may contain provisions for the regulation and management of the affairs of the League not inconsistent with law or the Articles of Incorporation. Bylaws may be amended by two-thirds (2/3) vote of all members voting at an annual or special meeting, and when so amended the Board of Directors shall take no action by way of further amendment or revocation of Bylaws or an provision thereof, that is contrary to such amendment.

## **ANNEX I**

### **Director – District 1**

City of Angoon	City of Kasaan	City of Saxman
City of Coffman Cove	City of Ketchikan	Municipality of Skagway
City of Craig	Ketchikan Gateway Borough	City & Borough of Sitka
City of Edna Bay	City of Klawock	City of Thorne Bay
City of Gustavus	City of Kupreanof	City of Tenakee Springs
Haines Borough	Metlakatla Indian Association	City & Borough of Wrangell
City of Hoonah	City of Pelican	City of Whale Pass
City of Hydaburg	Petersburg Borough	City & Borough of Yakutat
City of Kake	City of Port Alexander	

### **Director – District 2**

City & Borough of Juneau

### **Director – District 3**

City of Homer	City of Seldovia
City of Kachemak	City of Seward
City of Kenai	City of Soldotna
Kenai Peninsula Borough	

### **Director – District 4**

City of Houston	City of Palmer
Matanuska-Susitna Borough	City of Wasilla

### **Director – District 5**

Municipality of Anchorage

### **Director – District 6**

City of Anderson	Denali Borough	City of Valdez
City of Cordova	City of Eagle	City of Whittier
City of Delta Junction	City of Nenana	

City of Fairbanks

### **Director – District 7**

Fairbanks North Star Borough      City of North Pole

### **Director – District 8**

City of Alakanuk	City of Anaktuvuk Pass	City of Brevig Mission
City of Ambler	City of Buckland	City of Chevak
City of Atqasuk		City of Deering

City of Diomede  
City of Elim  
City of Emmonak  
City of Gambell  
City of Golovin  
City of Hooper Bay  
City of Kaktovik  
City of Kiana  
City of Kivalina  
City of Kobuk  
City of Kotlik  
City of Kotzebue

City of Koyuk  
City of Nome  
City of Noorvik  
North Slope Borough  
Northwest Arctic Borough  
City of Nuiqsut  
City of Nunam Iqua  
City of Point Hope  
City of Saint Michael  
City of Savoonga  
City of Scammon Bay  
City of Selawik

City of Shaktoolik  
City of Shishmaref  
City of Shungnak  
City of Stebbins  
City of Teller  
City of Unalakleet  
City of Utqiagvik  
City of Wainwright  
City of Wales  
City of White Mountain

City of Allakaket  
City of Aniak  
City of Anvik  
City of Bethel  
City of Bettles  
City of Cheforknak  
City of Chuathbaluk  
City of Eek  
City of Fort Yukon  
City of Galena  
City of Goodnews Bay  
City of Grayling  
City of Kaltag

**Director – District 9**  
City of Koyukuk  
City of Kwethluk  
City of Holy Cross  
City of Hughes  
City of Huslia  
City of Lower Kalskag  
City of Marshall  
City of McGrath  
City of Mekoryuk  
City of Mountain Village  
City of Napakiak  
City of Napaskiak  
City of Nightmute

City of Nikolai  
City of Nulato  
City of Nunapitchuk  
City of Pilot Station  
City of Platinum  
City of Quinhagak  
City of Ruby  
City of Russian Mission  
City of St. Mary's  
City of Shageluk  
City of Tanana  
City of Toksook Bay  
City of Upper Kalskag

City of Adak  
City of Akutan  
City of Akiok  
City of Aleknagik  
Aleutians East Borough  
City of Atka  
Bristol Bay Borough  
City of Chignik  
City of Clark's Point  
City of Cold Bay  
City of Dillingham

**Director – District 10**  
City of Egegik  
City of Ekwok  
City of False Pass  
City of King Cove  
City of Kodiak  
Kodiak Island Borough  
Lake & Peninsula Borough  
City of Larsen Bay  
City of Manokotak  
City of Newhalen  
City of New Stuyahok

City of Nondalton  
City of Old Harbor  
City of Ouzinkie  
City of Pilot Point  
City of Port Heiden  
City of Port Lions  
City of Sand Point  
City of Togiak  
City of Unalaska