

CHUGIAK-BIRCHWOOD-EAGLE RIVER RURAL ROAD SERVICE AREA
BOARD OF SUPERVISORS

BY-LAWS

Article I - Name

The name of this board shall be Chugiak-Birchwood-Eagle River-Rural Road Service Area, Board of Supervisors.

Article II - Regular Meetings

Regular meetings shall be held on the fourth Monday of each month, unless changed due to unforeseen circumstances. The meeting shall start at the published time. The meeting will adjourn no later than 9:00 P.M., unless the board approves to extend the meeting.

Article III - Special Meetings

Special meetings shall be called by the chairman, or at the request of any three (3) board members.

Article IV - Work Sessions

Work sessions shall be advertised. No input from the public is allowed and no board action can be taken.

Article V - Quorum

A quorum shall consist of three (3) board members.

Article VI - Election of Board Members

There is established a Board of Supervisors for the Chugiak-Birchwood- Eagle River Rural Road Service Area. The community council with road service by the board shall nominate one of its members for appointment to the board. A council member shall also be identified as an alternate appointee to serve in place of the principal member as needed. The principal nominee and alternate nominee must be approved by the municipal Assembly. A board member shall serve a three (3) year term unless replaced by action of the respective community council. The mayor may continue the service of a member for up to and including 120 days after expiration of the term to avoid a vacancy until a new member is appointed and confirmed.

-----CBERRRSA BY-LAWS-----

The terms of members initially appointed or elected to the board established under AMC 27.20 shall be staggered so that as nearly as possible a pro rata number of members shall be appointed or elected each year during the regular term of such office established for the members of the board. The term of the alternate of any community council must be staggered by one year with the term of that community council's principal member.

Article VII - Attendance, Duties and Responsibilities

A. Attendance:

It shall be the responsibility of each member or alternate member to attend scheduled meetings.

B. Duties and responsibilities of the representatives of the Road Board are in accordance with AMC 27.20.135.

The board shall advise and assist the Department of Public Works in administering the services to be provided within the area. Subject to the limitations set forth in AMC 27.10.050B, the board shall have the following specified duties and responsibilities:

1. The board shall prepare and submit an annual budget to the municipal administration and the Assembly for approval.
2. The board shall establish policy guidelines and priorities for the guidance of the public works foreman, who shall have the direct and immediate responsibility for administering contracts for service within the service area.
3. The board shall review and comment to the Assembly on all proposed capital projects for the improvement of road and drainage facilities under the jurisdiction of the service area.
4. The board shall review and comment to the Assembly on all proposed contracts for services within the service area submitted to the Assembly for approval under the provisions of Title 7 of this code.
5. Upon the unavailability of the public works foreman during any period where road conditions require immediate action, the board shall be authorized to administer and direct the activities of contractors retained to provide service for the service area provided that the board may not direct any contractor to perform services valued at more than \$10,000.00 without the approval of the public works foreman.

-----CBERRRSA BY-LAWS-----

Article VIII - Officers

Officers of the Road Board shall consist of a Chairman, Vice-Chairman, and Financial Officer, to be elected by the board, from among the individual primary members of the Board. Officers shall serve a term of one (1) year and shall be elected at the October meeting. If an officer is replaced by the community council as provided in Article VI, then a special election shall be held the month following the officer's replacement.

Article IX - Duties of Officers

The duties of officers are as follows:

A. Chairman:

1. To preside over regular and special meetings of the board.
2. To call special meetings. To call special meetings at the request of at least three (3) board members.
3. To notify the regular board members of the time, place and date of special meetings.
4. The chairman may give input on issues and vote without releasing the chair.
5. The chairman shall solicit from the board members items which shall consist of an agenda for any regular or special meeting. The agenda shall be published in a newspaper of general circulation at least one (1) week prior to the stated meeting.

B. Vice-Chairman:

1. Assume all duties of the chairman in his/her absence.
2. Assume parliamentary duties.

C. Financial Officer:

1. Coordinate with staff on all budget and financial issues.
2. Review and comment on expenses and income.

Article X - Voting

Upon a tie vote the board will take one (1) re-vote immediately. In a case where the immediate re-vote is a tie, the matter will be postponed until the next board meeting.

-----CBERRRSA BY-LAWS-----

Article XI - Agenda

The agenda shall consist of appropriate items for discussion and shall be placed in the following format. The chairman may recognize public comment on agenda items.

This format may be changed by the board to reflect current practice and/or format, provided the changes are approved by the board under a formal motion prior to implementation.

- A. Roll Call
- B. Minutes of Previous Meetings
- C. Special Presentations
- D. Public Hearings: Non-Agenda Items.
- E. Financial Report
- F. Capital Improvement Projects
- G. Foreman's Report
- H. Old Business
- I. New Business
- J. Future Agenda Items
- K. Adjournment

Article XII - Public Hearings

The following rules shall apply during public hearings:

- 1. The board, upon a majority vote, may restrict public input on any subject.
- 2. Public comment shall be limited to discussion of issues which are the responsibility of the board and shall be limited to three (3) minutes for individuals or five (5) minutes for a representative of a group.
- 3. Persons wishing to offer comment in excess of the minute rule shall make a request through the chair for board action.
- 4. All persons offering comment must state their name, address, telephone number, and organization they represent (for group representatives).

Article XIII - Amendments to By-Laws

The by-laws for the Road Board may be amended by a majority of the board. Amendments shall be communicated to each board member not less than thirty (30) days prior to a regular meeting.

-----CBERRRSA BY-LAWS-----

Article XIV - Robert's Rule of Order

All actions of the Road Board or individuals not addressed in the by-laws shall be governed by Robert's Rules of Order.



Matt Cruickshank, Chair
Chugiak-Birchwood-Eagle River Rural
Road Service Area, Board of Supervisors

hr (revised 05/22/23)