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**Girdwood Area Plan Update Committee**

**Operating Procedures**

The mission of the Girdwood Area Plan (GAP) Update Committee is to fund and complete a transparent, inclusive review of the Girdwood Area Plan to guide Girdwood land use in an orderly and understandable process that is respectful of all views.

The mission of the Girdwood Area Plan:

“Guiding Girdwood land use: creating a framework for the future of Girdwood.”

The GAP is a grassroots organization undertaking update of the 1995 Girdwood Area Plan in accordance with AMC 21.03.130.2B for the purpose of creating a plan that matches the wants and needs of the community as it continues to grow and evolve.

The GAP Committee must follow municipal requirements for completion of an Area Plan, and is operating with a Resolution of Anchorage Municipal Assembly Authorization. The GAP committee provides monthly reports to the Girdwood Board of Supervisors and the Girdwood Land Use Committee. The Girdwood Area Plan Update will be subject to review and approval by the Girdwood Land Use Committee, Girdwood Board of Supervisors, Municipal Departments and the Anchorage Assembly.

The GAP Update Committee will work with municipal stakeholders, business members, local residents, and cross functional organizations to procure, report on, develop, present and publish a 20 year plan document that reflects the desires, feedback, and current vision of the community for the future of Girdwood.  The document will reflect the opinions, in general, of our community at large and anecdotally note areas where there may be alternative views as expressed by the public.

**I. Meetings**

* Regular meetings are held monthly, generally the last Wednesday or Thursday of each month, unless a national holiday or other important event conflicts.
* Meetings are open to all interested persons.
* A previously published agenda is followed at each meeting.
* GAP meetings are lead by one of the co-chairs. The Girdwood Valley Service Area (GVSA) Administrative Officer, or designee takes minutes and publishes the agenda and minutes for meetings on the website: [www.muni.org/gbos](http://www.muni.org/gbos) as well as posting them on the Girdwood Library, Community Room and Girdwood Post Office bulletin boards.

The GAP committee manages an independent website: [www.girdwoodareaplan.com](http://www.girdwoodareaplan.com) and [www.girdwoodareaplan.org](http://www.girdwoodareaplan.org).

* Format is an open forum; Robert’s Rules of Order are followed when necessary.
* Issues requiring a vote require a minimum of two presentations at two different meetings at least one month apart.

**II. Voting Membership**

Voting membership is defined according to the guidelines for community council voting membership under Anchorage Municipal Code Title 2 Chapter 40 and is consistent with affording residents maximum community involvement.

* **Members** – A Qualified Member is any person eighteen (18) years of age or older who has been a resident and/or property owner, business owner or designated representative of a non-profit association who has resided in, owned property in, owned a business located in, or operated as a non-profit association for ninety (90) days or longer in Girdwood Valley.  Girdwood Valley is the area defined as “the Girdwood Community Association/Land Use Committee boundary area depicted on Map 10 located in AMC Section 2.40.090”.

Businesses and nonprofit entities not otherwise represented at the Girdwood Area Plan Update Committee and who meet one of the following criteria may designate one (1) representative to be a voting member of the Girdwood Area Plan Update Committee:

a) The business is a corporation operating in Girdwood but without the representation of a director or corporate officer who otherwise meets the membership criteria.

b) The business is a partnership with all partners residing outside the Girdwood area but operating in Girdwood.

c) The business is a limited liability company with all member(s) residing outside the Girdwood area but operating in Girdwood.

d) The business is a sole proprietorship with the proprietor residing outside the Girdwood area but the business operates in Girdwood.

e) The nonprofit entity is a corporation duly qualified under a subsection of IRC 501 and registered in the State of Alaska with all officers, directors and members residing outside the Girdwood area but operating in Girdwood.

f) The nonprofit entity is an association duly organized under Internal Revenue Code and registered in the State of Alaska with all officers, directors and members residing outside the Girdwood area but operating in Girdwood.

Businesses and nonprofit organizations that qualify as described above may designate one (1) representative for the calendar year.  The written request must be made January 1 thru 31 of each year or when commencing operations in the Girdwood area.  The written request must be delivered to the GAP Co-Chair and duly recorded by the GVSA Administrative Officer.  Designated representatives have one (1) vote on any issue regardless of whether they qualify for GAP membership under other categories.

Anyone may inquire of any person who purports to meet the membership requirements in order to determine their eligibility to be a member of the GAP.

* Attendance is verified by signing in on a sign-in sheet available at each meeting. Attendance records will be kept by the GVSA Administrative Officer. Determination of qualified voters will be made by the co-chair or their designee.
* Voting members must be physically present during the meeting in which they vote. Absent members are encouraged to send comments to the chair prior to the meeting. These comments will be read to the committee before a vote.
* A Quorum is defined as five eligible voting members.
* Eligible voting members must have attended one meeting in the last twelve months in order to cast a vote.

**III. Elections and Officers**

* The GAP officers are two co-chairs.
* A report of the funds held by Girdwood, Inc. on behalf of the Girdwood Area Plan Update Committee shall be provided monthly.
* Elections are held once a calendar year, preferably in January.

**IV. Funds**

* Per agreement, committee money is held in a designated account with Girdwood, Inc.
* Girdwood Parks and Recreation staff or committee chair may request funds from Girdwood, Inc. Requests must be made on the Girdwood Inc., required form and accompanied by a receipt.

**V. Modifications to This Document**

* Voting members may modify this document with a majority vote.

Girdwood Area Plan Update Committee
PO Box 1102

Girdwood, AK 99587

Adopted October 24, 2018