

Presented by: Assemblyman Botelho
Introduced: 08/04/86
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1180

A RESOLUTION ADOPTING RULES OF PROCEDURE
FOR ASSEMBLY ADVISORY COMMITTEES.

WHEREAS, citizen advisory committees are an important community resource for the Assembly, and

WHEREAS, it is necessary for the orderly conduct of committee business that policies and rules of procedure be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

1. The following policies shall be applicable to citizen advisory committees created by the Assembly:

Policy 1. Membership. Committee appointments shall reflect a membership appropriate for accomplishing the goals of the committee, and should include social, political, technical and economic viewpoints sufficient to insure wide-ranging and active debate. No person shall be denied membership on a committee because of race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap. In filling committee vacancies, the Assembly shall publicly advertise openings in accordance with Resolution Serial No. 282. Applications shall be submitted to the clerk on standardized forms provided for that purpose. Applications will be maintained on file for one year after submission. Incumbents seeking reappointment shall notify the clerk of such intention, but need not submit a new application. All new members shall receive an initial orientation from a staff member assigned that responsibility by the manager. New members shall be provided with a handbook setting out the legal and administrative responsibilities of advisory committee members generally.

Policy 2. Meeting Schedules. Advisory Committees shall meet regularly according to a schedule filed with the clerk by the committee chair. Special meetings may be held on no less than two business days notice filed with the clerk. For all meetings, the chair shall be responsible for providing member notice and the clerk shall be responsible for providing public notice in accordance with applicable law. Members shall attend each meeting. Any member accumulating 40 percent or more absences in any one-year period shall automatically forfeit the position.

Policy 3. Bylaws. Each committee shall adopt and maintain on file in the office of the clerk, a set of bylaws establishing policies and procedures not otherwise established by this or other resolutions, ordinances, or statutes. As a minimum, the bylaws shall address regular meeting dates, quorum and voting requirements, procedures for the announcement and resolution of conflicts of interests, preparation of agendas, rules of public participation, and the adoption of standard rules of procedure. As a minimum, a quorum shall be a majority of the authorized membership.

Policy 4. Minutes. If staff is not supplied for minute taking, the committee shall designate one of its members as a secretary to record, keep and file with the clerk minutes of all committee meetings. In any case, a member shall be designated for filing minutes with the clerk.

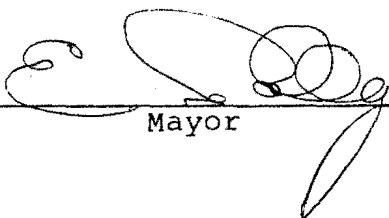
Policy 5. Reports. Committee reports to the Assembly shall be approved by a majority vote of the committee. Minority reports may accompany the report approved by the majority. A representative of the committee should be present at any Assembly meeting at which the report is to be considered.

Policy 6. Evaluation. The Assembly may periodically, but not less than every two years, evaluate each advisory committee. Such evaluations shall consider the committee's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of committee business. A report of the evaluation shall be made and returned to the committee on a form substantially similar to the one attached hereto as Exhibit "A" and shall include recommendations for future functioning of the committee.

Policy 7. Transitional Provisions. All committees established after the effective date of this resolution shall comply therewith. Committees in existence on the effective date of this resolution shall take any steps necessary to come into compliance, including filings with the clerk, no later than December 31, 1986.

Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 4th day of August, 1986.



Mayor

Attest:



Clerk