

Presented by: Assemblyman Chitwood  
Introduced: 10-07-76  
Referred to:

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 400

A RESOLUTION ESTABLISHING MINIMUM PROCEDURAL  
REQUIREMENTS FOR COMMITTEES, COMMISSIONS AND  
BOARDS OF THE CITY AND BOROUGH OF JUNEAU.

WHEREAS, the assembly has created various committees, commissions and boards to assist it in the performance of the public business, and

WHEREAS, such committees, commissions and boards are public bodies charged with the duty of making decisions and recommendations relating to matters of public concern, and

WHEREAS, the business of such committees, commissions and boards should be conducted in a manner consistent with the public status of such bodies,

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

That except as otherwise provided by charter, ordinance or resolution, the following rules shall govern the meetings, procedures and authority of all boards as herein defined:

1. Definition

"Board" shall include all committees, commissions, boards, authorities and other bodies created by the assembly which,

- (a) make decisions or recommendations relating to municipal matters, concerns or problems, or
- (b) which are supported directly or indirectly by municipal funds, including, but not limited to staff support and meeting space.

"Meeting" means any gathering of members of a board where a majority of the members is present and matters within the purview of board are discussed with any members, even though no action is taken.

"Members" when used in the term "majority of the members" means those persons who are voting members of the board whether present at the meeting or not, but does not include persons who are no longer members by virtue of effective resignations, death, or authorized action of the board.

"Quorum" means a majority of the full, authorized membership without reduction for vacant positions or non-voting members when the ordinance, resolution, or motion creating the board establishes a specific membership. When no specific membership is provided, a "quorum" means a majority of the members.

2. Meetings.

- (a) All meetings of boards shall be either regular or special meetings and shall be open to the public unless subsequently recessed to executive session in accordance with AS 44.62.310 or other applicable law.
- (b) Boards which conduct regularly scheduled meetings shall file with the clerk of the city and borough a schedule setting forth the days, time and place of regular meetings.
- (c) Special meetings may not be held except upon 24-hour notice which is,
  - (i) delivered to all local radio and television stations and newspapers, and
  - (ii) given to each member of the board either orally or in writing. An attempt to notify members by telephone at both their place of business and place of residence shall constitute adequate notice.
- (d) No meeting may be held or continued unless a quorum is present, however, in the absence of a quorum, any number less than a quorum may adjourn a meeting to a later date.

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- (e) Each board shall appoint a secretary who shall keep minutes of all meetings. Minutes shall be forwarded to the city and borough manager.


3. Board Action.

- (a) No action of a board shall be valid unless adopted by a majority of the members of the board in an open meeting.
- (b) All votes on any question before a board shall be by voice or roll call vote only. No vote on any question may be taken by a secret ballot.
- (c) All members present at a meeting shall vote on each question unless excluded from voting by a majority of the remaining members for a bona fide reason stated by the member. No member may vote on a question on which the member has a substantial financial interest.

4. Authority of Boards, Limitation.

- (a) Except as otherwise provided by ordinance, resolution, or prior authorization of the manager, no board or member of a board may direct, demand or request any employee of the city and borough to do any act or produce any information or records which could not be done or produced for a private citizen by the employee in the exercise of the employee's regular duties.

Adopted this 7th day of October, 1976.

  
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Mayor

Attest:

  
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acting Clerk