

Presented by: Harry Aase
Introduced: 9-17-81
Drafted by: G.L.S.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 788

A RESOLUTION AMENDING RESOLUTION SERIAL NO. 245,
AS AMENDED, ADOPTING RULES OF PROCEDURE FOR THE
ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA;
ADOPTING MASON'S MANUAL OF LEGISLATIVE PROCEDURES
AS THE GOVERNING RULES WHERE OTHER PROVISION IS NOT
MADE; AND REPEALING ALL PRIOR INCONSISTENT RESOLUTIONS.

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

WHEREAS, the rules set out by Mason in Manual of
Legislative Procedure as modified below are appropriate for
conduct of assembly proceedings;

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

1. The following rules of procedure are adopted:

Rule 1. Agenda.

A. At all regular meetings the order of business
shall be:

I. Flag Salute

II. Roll Call

III. Approval of Minutes

IV. Public Participation on Consent Agenda
and Non-Agenda Items (not to exceed a total of 20 Minutes
nor more than 5 minutes for any individual).

V. Consent Agenda

A. Administrative or Committee Reports

B. Assembly Action

VI. Ordinances for Public Hearing

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

- VII. Unfinished Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- VIII. New Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- IX. Administrative Reports on Non-Agenda Items
- X. Mayor's Report on Non-Agenda Items
- XI. Committee Reports on Non-Agenda Items
- XII. Miscellaneous
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- XIII. Assembly Comments and Questions
- XIV. Miscellaneous Business, Announcements,
and Notices

B. The agenda shall be prepared by the manager subject to review and revision by the Mayor. The Mayor shall brief the Assembly as to any revisions. In order for matters to appear on the agenda, they must be submitted to the manager's office on or prior to noon on the third business day preceding the meeting. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. The manager shall include under the consent agenda,

- 1. ordinances for introduction,
 - 2. bid awards requiring assembly concurrence,
- and
- 3. other items requiring assembly action which do not involve substantial public policy questions.

The manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each Assemblyman present and which are available for public inspection prior to the assembly meeting need not be read aloud but the minutes shall reflect the manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the manager. The motion to adopt may not be amended; provided, upon the request of any Assemblyman, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

Rule 2. Meetings.

A. The Assembly shall regularly meet on the first and third Thursday of each month at 7:30 P.M.

B. Regular assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 145 Marine Way, Juneau, Alaska, unless the assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

C. Special meetings may be called and held as provided by the charter.

D. Meetings will adjourn at 11:30 P.M. unless extended by a vote of at least six (6) members.

Rule 3. Ordinances.

A. Procedure. Upon presentation of an ordinance, any assemblyman may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected. If the motion is for referral to committee, the Mayor shall refer the ordinance to the committee he feels appropriate. The committee designated may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall also set a date for the public hearing. All such motions may be amended.

Rule 4. Committees.

A. The Assembly shall have the following standing committees:

I. Finance

and shall have such special committees as may be appointed by the Mayor. Any Assemblyman shall be privileged to sit with any committee at all times; such Assemblyman shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed. Special committees automatically terminate upon completion of the assignment given to them upon formulation of the committee.

B. Selection of Committees. Committee appointments shall be made by the Mayor but are subject to ratification by a majority of the members of the assembly.

C. Committee of the Whole. The presiding officer appoints another member of the body to preside over the committee of the whole. Upon rising of the committee of the whole, the Mayor resumes the chair and the member who acted as chairman of the committee of the whole shall make a report of the proceedings and recommendations of the committee of the whole to the Assembly. Generally, the rules of the Assembly shall be followed in the committee of the whole except at the discretion of the chair the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member should speak shall not be in effect unless a majority of the committee orders that they be. Reasonable opportunity for the public to be heard shall be allowed.

Rule 5. Debate.

A. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question.

B. After obtaining recognition from the chair a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly.

C. Consideration of an ordinance by paragraph shall not be required unless demanded. A demand that consideration by paragraph take place may be overridden by a majority vote of the Assembly.

Rule 6. Rules of Public Participation. Public participation and hearings on ordinances and matters other than appeals will be conducted according to the following rules:

1. The hearing will be conducted under the chairmanship of the Mayor.

2. The Mayor will open the hearing by summarizing its purposes and re-emphasizing the rules of procedure.

3. The Mayor may set a time limit on speakers if it appears necessary to gain maximum participation and conserve time. Such time limit may be extended by a majority of the Assembly.

4. Citizens will be encouraged to submit written presentations and exhibits.

5. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.

6. All speakers, public, and Assemblymen must be recognized by the chair.

7. Members of the public will precede their remarks by stating their names and area of residence.

8. Assemblymen will be recognized by the chair by name.

9. Assemblymen will not direct questions to each other or to the chair during public participation except as to conduct of the hearing.

10. Assemblymen may direct questions to members of the public only to obtain clarification of material presented. Such questions may not be argumentative.

11. The public may direct questions to the Assembly or the administration. Such questions may not be argumentative.

12. The public may direct questions to the chair only as pertains to conduct of the hearing.

13. The Assembly and the public will refrain from argument and debate.

14. The Manager may participate in the same manner as the Assemblyman.

These rules will be posted in the Assembly Chambers.

Rule 7. Motions.

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

Rule 8. Objections to Consideration. Objection to consideration of a question may apply to communications as in other cases.

Rule 9. Clerical Errors. Clerical errors that do not affect the substance of an ordinance or resolution such as errors in numbering or errors in spelling may be corrected by the staff upon discovery of such error.

Rule 10. Vote Required. The affirmative vote of five members of the Assembly shall be sufficient to take any action except as provided otherwise by charter or ordinance and except in the following instances:

- I. Limiting, extending, or closing debates.
- II. Suspension of rules.
- III. Setting of or postponement of special orders.
- IV. Objection to consideration of question.
- V. Motion for immediate vote (previous question).
- VI. Rescind.
- VII. To take up reconsideration at the meeting at which the action to be reconsidered was taken.

The affirmative vote of at least six Assemblymen shall be required to take any of the actions listed above.

Rule 11. Parliamentarian. The Attorney shall act as the parliamentarian.

Rule 12. Sessions. Each regular or special meeting of the assembly constitutes a session for purposes of the rules.

Rule 13. Public Participation Confined to That Agenda Item. No person except an Assemblyman or the Manager may participate in assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess to executive session prior to the vote on such a motion.

Rule 14. Reconsideration.

1. What may be reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

2. Who may reconsider. Any Assemblyman, whether or not he voted on the prevailing side may move for reconsideration.

3. When notice may be given. Notice of reconsideration may be given only at the meeting at which the action to be reconsidered was taken.

4. Effect of notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until the motion to reconsider is acted upon or until the time within which the motion may be taken up has expired.

5. Time in which notice must be taken up. A notice of reconsideration expires unless it is acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

6. Successive reconsiderations. There may be but one reconsideration even though the action of the assembly after reconsideration is opposite from the action of the assembly before reconsideration.

7. Precedence. The notice of reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

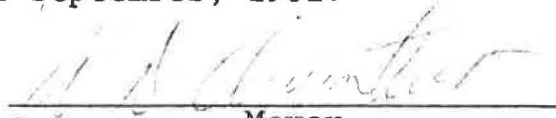
8. Effect. The motion for reconsideration cancels the previous vote on the question to be reconsidered as completely as though it had never been taken.

Rule 15. Adoption of Mason's Manual.

The conduct of the meeting of the assembly shall be governed by the Mayor according to Manual of Legislative Procedure (1962 edition) by Paul Mason except as otherwise provided by charter, law, or rules.

2. All resolutions which are inconsistent with this resolution are repealed to the extent they are inconsistent.

ADOPTED this 17th day of September, 1981.



Mayor

Attest:



Clerk