

I'm A CBJ Board Member...Now What?!?

A “Nuts and Bolts” Board Training
with Assemblymember Wade Bryson,
Law & Clerk Staff



This information applies to all municipal governmental bodies

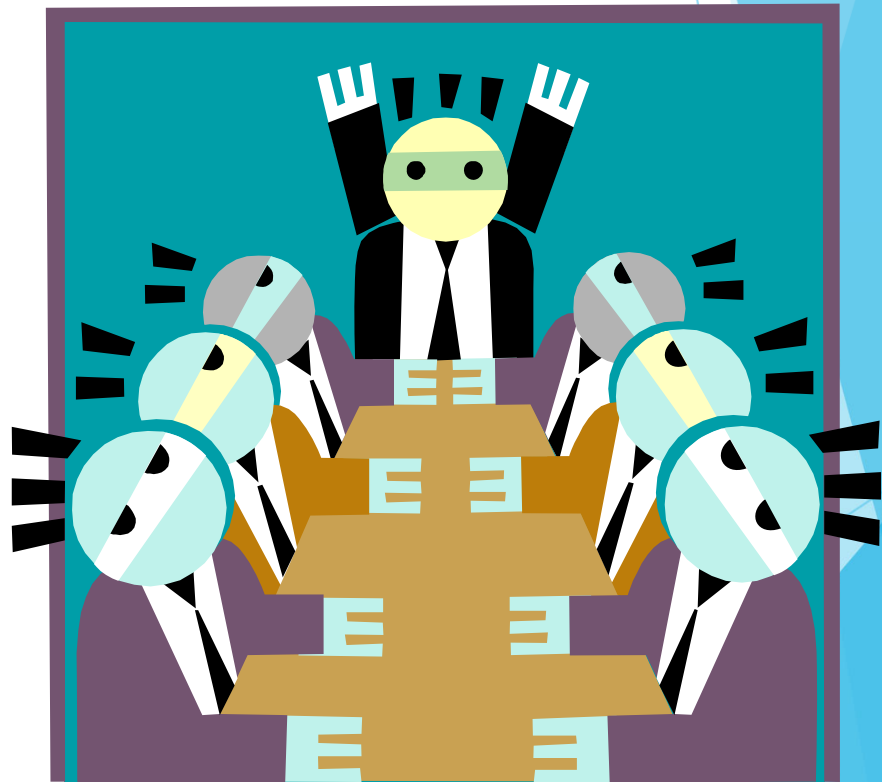
- Elected - Assemblies, Councils, School Boards
- Appointed - Planning Commission, Advisory Boards, Enterprise or Empowered Boards
- Subcommittees of all of the above
- Appeal Boards - “Quasi-Judicial”

Types of CBJ Boards & Scope of Duties

- **Assembly Standing Committees:** COW, AFC, HRC, LHED & PWFC
 - Duties outlined in the Assembly Rules of Procedure for above committees
- **Advisory Board** ie: Board, Committee, Commission
 - Advise/make recommendations to the Assembly
 - Do not have the authority to establish policies or direct employees
 - Generally created by resolution, follow Advisory Board Rules of Procedure
- **Ad Hoc Committees & Task Forces**
 - Created by mayoral declaration or Assembly Resolution
 - Follow Advisory Board Rules of Procedure
- **Appeal Boards:** STBA, BOE, BRB, BCAB
 - Quasi-judicial to hear appeals on specific subjects
 - Created by CBJ Code, follow state statute, rules specific to its subject matter
- **Empowered/Enterprise & Hybrid Boards:** Docks/Harbors, Eaglecrest, Airport, Hospital, Aquatics (hybrid)
 - Created by CBJ Charter & follows its own specific governing bylaws

Types of Meetings

- ▶ Regular
- ▶ Special
- ▶ Emergency
- ▶ Executive Session
- ▶ Work session



Meetings are OPEN to the public

- ▶ Open Meetings Act

Alaska Statute [AS 44.62.310-312]

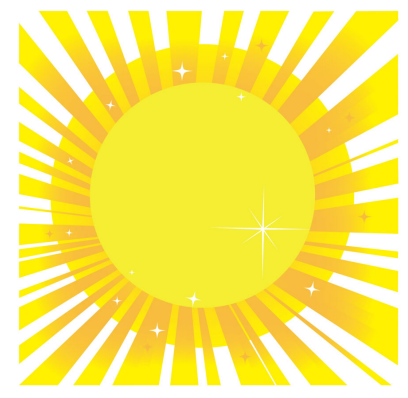
All government meetings are open to the public.

The public must be told about the meeting:

What, When, Where, and preferably Why

The public has a reasonable opportunity to be heard at regular and special meetings.

[AS 29.20.020(a)]



Actions taken in violation of the Open Meetings Act are voidable.

- ▶ This means - you might have to do it all over -again!
- ▶ Online Document Share Programs - So Tempting, Don't Go There!



NO QUORUM? NO MEETING!

- AS 29.20.160 (c) A majority of the **total membership of a governing body** authorized by law constitutes a quorum.
- In the absence of a quorum, any number of members may recess or adjourn the meeting to a later date.
- Even if your board/committee has vacancies you need a simple majority of the total membership.

<u># of Members</u>	<u># for Quorum</u>
9	5
7	4
5	3
3	2



Parliamentarian



- ▶ Clerk/Staff Liaison/Chair as Parliamentarian
- ▶ A parliamentarian typically serves as an adviser on the proper conduct of a meeting
- ▶ Roberts Rules of Order is the gold standard to follow
- ▶ Reach out to Law or Clerk's with procedural questions that have you stumped
- ▶ When in the role of Parliamentarian - Don't be afraid to speak up when needed
- ▶ Keep yourself refreshed on:
 - ▶ Assembly Rules of Procedure
 - ▶ Advisory Board Rules of Procedure
 - ▶ Bylaws (if applicable to your board)

Meeting Rooms & Virtual

Long Ago & Far Away...We used to Meet in Person!

- **In Person**

- Follow COVID protocols - seats socially distanced apart, cleaning supplies to wipe surfaces, hand sanitizer/extra masks
- Make sure your tech equipment is working - do you have sound, did you remember to hit record, are those members of the board or public attending virtually able to hear/see/participate?
- Did you remember to wipe everything down, turn off tech equipment, lights, lock doors and make sure the building is secure prior to leaving for the evening?

- **Virtual (Zoom or other virtual meeting platforms)**

- Login a few minutes prior to start of meeting and get settled in
- Is your camera and sound working? Can you see/hear the other members and can they see/hear you? Is your internet stable?
- What does your background look like? Are you in a space that won't cause distractions for you or others?
- If you are hosting the meeting - did you remember to hit 'Record'?! Is your internet stable?

Notice

▶ Routine - Usual and Customary

- ▶ Clerk's Office runs Your Muni Ads every Friday in the Juneau Empire for the upcoming week of meetings
- ▶ Daily Meetings post on Social Media
- ▶ Added to the online CBJ Calendar
- ▶ Scanner - Channel 7 on GCI
- ▶ Email distribution
- ▶ Other/If Needed (postcards, special notices)

▶ Reasonable

- ▶ Need AT LEAST 24 hours notice to hold a meeting!
- ▶ Public Service Announcement (PSA)

▶ Read your own rules!

- ▶ What requirements (if any) has your board/committee put into place?



THE CITY AND BOROUGH OF JUNEAU YOUR MUNICIPALITY

MEETING & EVENTS SCHEDULE

November 4 -14, 2011

**This listing includes meetings scheduled by
November 1, 2011**

For updates, please refer to: <http://www.juneau.org/calendar/clerk/cbjmeeting.htm>

Friday, November 4, 2011

No Public Meetings Scheduled.

Monday, November 7, 2011

Assembly Members Attending Newly Elected Officials Training 11/7-8 and Alaska Municipal League Conference in Fairbanks 11/9-11/11

12pm: Assembly Public Works and Facilities Committee, Chambers

5pm: Building Code Advisory Committee, Downtown Fire Hall

5:15pm: Social Services Advisory Board, City Hall Conference Room 224

Tuesday, November 8, 2011

5:15pm: Juneau Affordable Housing Commission, JEDC Conference Room 612 Willoughby Ave

5:15pm: Bartlett Regional Hospital Executive Committee, BRH Administrative Boardroom

5:30pm: Youth Activity Board, City Hall Conference Room 224 CANCELLED

6pm: Juneau Commission on Aging Public Meeting re: Senior Survey Report, Nugget Mall Community Room

6:15pm: Regular School Board Meeting, JDHS Library

7:00pm: Planning Commission meeting, Chambers

Wednesday, November 9, 2011

12pm: Local Emergency Planning Committee, BRH Administrative, Building Classroom

1pm: LEPC Sub-Committee for Emergency Food Preparedness, BRH Administrative Building Classroom

5:30pm: Douglas Advisory Board, Douglas Library Conference Room

6pm: Parks & Recreation Advisory Board Committee, Chambers

Agenda Action Items:

A. Creation and Naming of the Treadwell Mine Historic Park within the Treadwell Historic District

B. Park Watch Program & Revision of Park Closure Hours at Cope Park, Adair Kennedy Memorial Park and Marine Park

Information Items:

A. Twin Lakes Warming Hut

B. CBJ Parks & Trails Needs and Projects

7pm: Airport Board Meeting, Airport Alaska Room

Thursday, November 10, 2011

9:30am: Juneau Commission on Aging, City Hall Conference Room 224

12:30pm: Americans with Disabilities Act Committee, Downtown Library Large Conference Room

12:15pm: Bartlett Hospital Planning Committee, BRH Administrative Board Room

Friday, November 11, 2011

VETERAN'S DAY HOLIDAY ALL CBJ OFFICES CLOSED

Monday, November 14, 2011

5:15pm: Bartlett Hospital Board Special meeting re: Management Contract Negotiations, BRH Administrative Board Room [The Board will enter into Executive Session during this meeting.]

5:15pm: Juneau Human Rights Commission, City Hall Conference Room 224

5:15pm: Social Services Advisory Board, Downtown Library Small Conference Room

6pm: Assembly Human Resources Committee, Chambers

7pm: Regular Assembly Meeting, Chambers

NOTICE OF ADOPTION OF ORDINANCES AND RESOLUTIONS

October 31, 2011

On the 31st day of October, 2011, the Assembly of the City and Borough of Juneau, Alaska, adopted the legislation listed below. Resolutions and appropriating ordinances are effective immediately; other ordinances become effective 30 days after adoption or at any later date specified in the ordinance. The titles listed in this notice may not reflect amendments made at adoption.

ORDINANCES

Ordinance 2011-25

An Ordinance Authorizing The Filing Of A Petition For Annexation Of Territory To The City And Borough Of Juneau. **Adopted.**

CBJ Boards, Commissions, Committees & Council Vacancies

The following boards, commissions, committees and/or councils have or will have vacancies. Applications may be picked up outside the Clerk's Office and are available on Juneau's website at http://www.juneau.org/clerk/boards/Board_Mainpage.php. Submit the applications to the Municipal Clerk's Office, Room 202 of the Municipal Building (155 S. Seward Street, Juneau, AK 99801), or by fax at 586-4552. For further information, call 586-5278.

Except as otherwise noted below, the seats are considered "Public Seats" open to anyone interested and willing to commit the time to serve, although there may be some membership criteria specified in a particular board's governing legislation, and the vacancies are considered **Open Until Filled**. The Assembly Human Resources Committee (HRC) makes appointment recommendations to the Assembly.

Boards/Commissions	Vacancies
Board of Equalization	6 seats for various terms
Fisheries Development Committee	1 seat for an unexpired term
Juneau Commission on Aging	1 seat for an unexpired term (Applicant must be 65 years or older)
Juneau Human Rights Commission	1 seat for an unexpired term
Social Services Advisory Board	2 seats for various terms



ADA Accommodations Available Upon Request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: City_Clerk@ci.juneau.ak.us

Published: November 4, 2011

PO-100218

Agendas

- ▶ Agendas are a framework for conducting the business of the group
- ▶ Create an Agenda Template that works for your group
- ▶ Who prepares?
 - ▶ Clerk/Manager/Mayor
 - ▶ Staff Liaison
 - ▶ Board Chair/Secretary



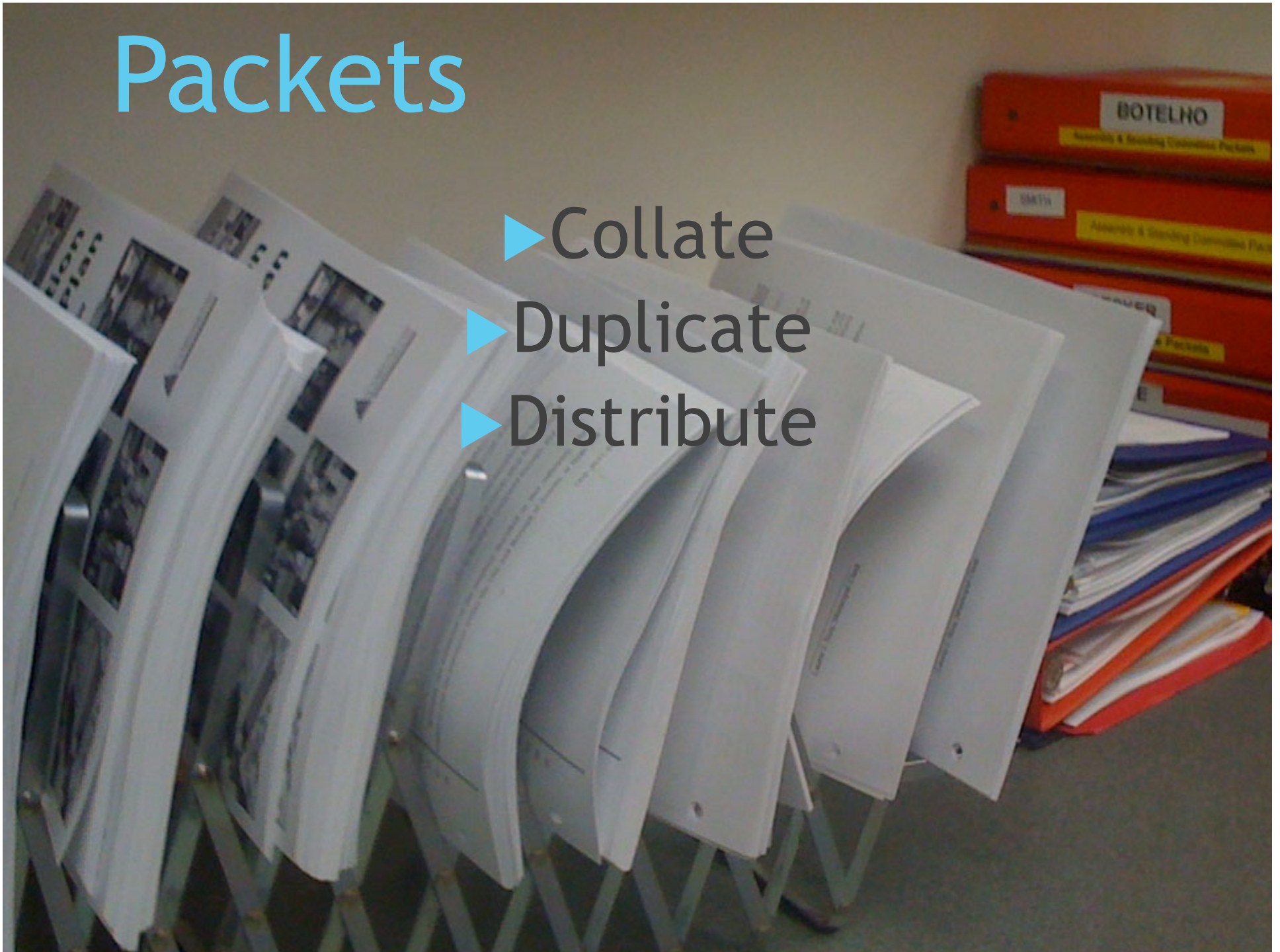
Agenda & Packet Preparation

- ▶ When Do We Get our Agenda Together?
 - ▶ Immediately after the last meeting
 - ▶ Use a “tickler” reminder/system
 - ▶ Set deadlines to help avoid last minute “red folder” items
 - ▶ Agenda/Package should be posted within 24 hours of meeting date/time, distributed to all board members & the Clerk’s Office and posted to your boards webpage, if you have one.



Packets

- ▶ Collate
- ▶ Duplicate
- ▶ Distribute





ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

August 24, 2020 5:30 PM

Zoom Webinar

webinar: <https://juneau.zoom.us/j/95564333493> or call: 1-346-248-7799 Webinar ID:

955 6433 3493

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. Minutes Placeholder

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Aquatics Board - Appointments

The Aquatics Board has two seats with terms due effective immediately. Both incumbents have reapplied for their board seats; no other applications were received.

Two Aquatics Board seats for terms beginning immediately and ending June 30, 2023.

2. Parks & Recreation Advisory Committee (PRAC) - Annual Report

3. Jensen Olson Arboretum Advisory Board (JOAAB) - Annual Report

4. Youth Activities Board (YAB) - Annual Report

5. Juneau Human Rights Commission on Draft Anti-Racism Resolution

B. Other Business

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

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**PARKS & RECREATION ADVISORY COMMITTEE
MEETING AGENDA
TUESDAY, DECEMBER 1, 2020
5:30 P.M.
ZOOM WEBINAR**

This meeting will take place virtually via Zoom Webinar. To join the Zoom Webinar, go to <https://juneau.zoom.us/j/94184441385> or call: 1 253-215-8782. Webinar ID: 941 8444 1385. Members of the public wishing to provide public comment during the meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press *9 (telephone).

Agenda Item	Presenter	Action Requested
I. Call to Order	C. Mertl	
II. Approval of Agenda Agenda Changes	C. Mertl	<i>If no changes: Motion to approve</i>
III. Approval of Minutes		
IV. Public Participation on Non-Agenda Items	C. Mertl	
V. New Business Capital Improvement Program	G. Schaaf/ M. Elfers	
VI. Unfinished Business		
VII. Staff Reports CivicRec Operations Update	L. Verrelli G. Schaaf	
VIII. Committee, Liaison, and Board Member Reports Chair Report Liaison to the Assembly Board Member Liaisons Other Board Member Business	C. Mertl Wade Bryson Liaisons All	
IX. Adjournment	C. Mertl	

Meeting Agenda of the
City and Borough of Juneau
Historic Resources Advisory Committee

Wednesday, September 3, 2014
City Hall Room 224
5:00 p.m. to 6:30 p.m.

Members:

☐ Gary Gillette (Chair)
☐ Marie Darlin
☐ Myra Gilliam

☐ Don Harris (Vice-Chair)
☐ Gerald Gotschall
☐ Zane Jones

☐ Shauna McMahon (Recorder)
☐ Sorrel Nikko Goodwin
☐ Michael Tripp

Staff:

☐ Jane Lindsey (City Museum)

☐ Laura Boyce (CDD)

☐

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes: August 6, 2014
- IV. Public Testimony on Non-agenda Items
- V. New Business
 1. Museum/ mechanical upgrades report- Jane Lindsey
 2. Grant Updates and next CLG application – Staff
- VI. Old Business
 1. SLAM Flicker Feather update – Laura Boyce
 2. Downtown Historic District Sign Update – Staff
 3. Juneau Empire articles – Why Historic Preservation Matters - Staff
- VII. Committee Member Comments
- VIII. Next Regular Meeting – October 1, 2014, 5:00 p.m., City Hall Room 224
- IX. Adjournment

In the Age of COVID-19 Electronic Agenda Packet aka: the 'new' normal



- ▶ Public Needs to Have Access to Agenda Items/Packets
- ▶ Provide Paperless Option for Board/Committee Members
- ▶ Reduced Cost & Waste - Time and Supplies
- ▶ Can be integrated into Electronic Records Management Program
- ▶ Avoid Posting Microsoft Office Suite Programs: Word/Excel/PP, its best to **convert your packet to PDF format prior to posting**

CBJ Agendas and Minutes

Below is a list of upcoming Assembly Standing Committees meeting date/times. For a list of upcoming Special and Regular Assembly meetings, please see the Meeting Calendar at <https://juneau.org/calendar>. Scroll to the lower portion of this webpage for links to the online agendas/packets for past and upcoming meetings. Agendas/packets will be posted online the Friday prior to Monday meetings and by Monday for Wednesday meetings.



For video recordings of Assembly related meetings & COVID-19 Community updates: <https://vimeo.com/cbjuneau/>

Committee	Next Meeting	Time	Location
Assembly Finance Committee (AFC)	Wednesday, April 7, 2021	5:30 PM	Virtual Meeting only
Committee of the Whole (COW)	Monday, March 15, 2021	6:00 PM	Virtual Meeting only
Human Resources Committee (HRC)	Monday, March 22, 2021	6:00 PM	Virtual Meeting only
Lands Committee (LC)	Monday, March 15, 2021	5:00 PM	Virtual Meeting only
Public Works & Facilities Committee (PWFC)	Monday, March 15, 2021	12:00 PM	Virtual Meeting only

If you have trouble accessing the links via the list below on a mobile device, try accessing them [here](#).

Many of the CBJ Advisory Boards, Committees, Commissions and Empowered Boards have their own webpages (see links below)

- [Airport Board](#) {Empowered Board}
- [Aquatics Board](#)
- [Bartlett Regional Hospital Board](#) {Empowered Board}

Minutes



Alaska Statute 29.20.160(e) - Journal

- ▶ Document the business of the group and the history of the community
- ▶ Follow the agenda
- ▶ Record votes (Roberts Rules/AS29.20.160(d) and local rules and preferences)



History

Minutes are a historical record of the decisions and actions of a group, and may also capture the thought process that led to decisions. Most government retention schedules require that minutes be kept permanently, so ensure minutes are accurate and appropriate for the ages.



Current Events

Minutes are also immediately useful. They help a group keep track of its actions, communicate requests for more information, provide future agenda items, transmit “to-do” lists and convey information for reference.

Minute writers:

- ▶ Be Prepared!
- ▶ Be Bold!
- ▶ Be Responsive!



Minutes should:



- ▶ Be Accurate and Complete
- ▶ Focus on specific key points and decisions
- ▶ Focus on the agenda
- ▶ Focus on the group

And minutes should:



- ▶ Be Professional & Objective
- ▶ Be Readable
- ▶ Create a Consistent & Logical Flow
- ▶ Be Archivable
- ▶ Be Approved

Questions?

Remember...We're all in this together!

