

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4057

A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.

WHEREAS, the Assembly relies on its committees to generate, review, and mature policies for later consideration by the Assembly, including committees that include all nine Assemblymembers; and

WHEREAS, the scope of Assembly committee power and the binding effect of votes taken by committees with all nine Assemblymembers is complicated because of Robert's Rules of Order; and

WHEREAS, the following general rule of parliamentary law is expressed in various Robert's Rules: "During the session in which the Assembly has decided a question, another main motion raising the same or substantially same question cannot be introduced." (136:26-28); and

WHEREAS, Robert's Rule 52, as applied to a body with less than 50 members like the Assembly, considers a vote taken at a Committee of the Whole a formal decision of the Assembly that is not voted on again (531:2-4); and

WHEREAS, while Robert's Rule 52 clearly applies to the Committee of the Whole, it does not explicitly apply to the other nine-member committees like the Finance Committee; and

WHEREAS, application of Robert's Rule 52 creates unnecessary complexities because the City and Borough of Juneau Charter 5.3(a) requires public comment opportunities when an ordinance is up for public hearing, which can be late in the development of a policy and public comment can enlighten a policy issue that necessitates amendments or renewal of previously decided motions without going through the cumbersome process to suspend the Assembly Rules or other procedural escape valves; and

37 WHEREAS, upon balancing the timing of public comment and the Assembly's scarce
38 meeting time, the Assembly amends the Assembly Rules of Order to reconcile the
39 unnecessary complexities created by Robert's Rule 52 on the Committee of the Whole and
40 any other nine-member Assembly committee with the public comment requirement of
41 Charter 5.3(a) while recognizing occasionally a motion previously decided by a committee
42 may be renewed at the Assembly without being treated as dilatory; and
43

44 WHEREAS, the following additional amendments would clarify the rules and make
45 necessary changes to maximize public engagement, public body deliberations, and meeting
46 efficiency.
47

48 BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:
49

50 **Section 1. Rules of Procedure.** The following rules of procedure are adopted:
51

52 **RULE 1. AGENDA.**

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

- 54 I. Call to Order
- 55 II. Flag Salute
- 56 III. Land Acknowledgment
- 57 IV. Roll Call
- 58 V. Special Order of Business
- 59 VI. Approval of Minutes
- 60 VII. Manager's Requests for Agenda Changes
- 61 VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20
62 Minutes, Nor More than Three Minutes for Any Individual)
- 63 IX. Consent Agenda
 - 64 A. Public Requests for Consent Agenda Changes, Other than Ordinances
65 for Introduction
 - 66 B. Assembly Requests for Consent Agenda Changes
 - 67 C. Assembly Action
- 68 X. Ordinances for Public Hearing
 - 69 A. Administrative or Committee Reports
 - 70 B. Public Hearing
 - 71 C. Assembly Action
- 72 XI. Unfinished Business
 - 73 A. Administrative or Committee Reports
 - 74 B. Public Hearing
 - 75 C. Assembly Action
 - 76 D. Potential Issues for Reconsideration
- 77 XII. New Business
 - 78 A. Administrative or Committee Reports
 - 79 B. Public Hearing
 - 80 C. Assembly Action

- 81 XIII. Staff Reports
82 XIV. Assembly Reports
83 A. Mayor's Report
84 B. Committee, Liaison Reports, Assemblymember Comments and
85 Questions
86 C. Presiding Officer Reports
87 XV. Continuation of Public Participation on Public Participation on Non-agenda
88 Items
89 XVI. Executive Session
90 XVII. Supplemental Materials
91 XVIII. Adjournment

92 B. Agenda Preparation. The agenda shall be prepared by the Manager subject to
93 review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to
94 any revisions. Other matters may be considered under administrative reports, unfinished
95 business, or new business as applicable.

96 C. Consent Agenda. The Manager shall include under the consent agenda:

- 97 1. Ordinances for introduction;
98 2. Resolutions;
99 3. Bid awards requiring Assembly concurrence; and
100 4. Other items requiring Assembly action which do not involve substantial public
101 policy questions.

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

115

116 **RULE 2. MEETINGS.**

117 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 6:00
118 p.m. on Mondays according to a schedule approved by the Assembly and published by the
119 Clerk's office, unless otherwise designated. The Assembly may by concurrence of the
120 majority of the body change the date of a meeting as may be necessary or convenient.

121 B. Place of Regular Meetings. Regular Assembly meetings shall be held in the
122 Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska.

123 However, the location of a regular meeting may be changed (a) up to 24 hours in advance of
124 the meeting or at a preceding regular or special meeting, by concurrence of the majority of
125 the body, upon designating a different place for a particular meeting; or (b) if the meeting
126 was previously noticed with remote participation, by the Manager, Mayor, the committee
127 chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health
128 requirement, equipment or facility problem in Assembly Chambers, inability to get a
129 quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e.
130 video conferencing technology).

131 C. Special Meetings. Special meetings may be called and held as provided by the
132 Charter.

133 D. Time of Adjournment. Meetings will adjourn at 10:00 p.m. unless extended by a
134 vote of at least six members.

135 E. Public seating area. People in a meeting room must comply with all laws, including
136 occupancy and public health requirements.

137

138 **RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

139 A. Excused Absences. Any absence of an Assemblymember from a regular meeting of
140 the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from
141 the meeting as a result of attending to official business on behalf of the City and Borough of
142 Juneau, for extenuating medical reasons, or for other significant cause, in which case the
143 absence shall be deemed to be excused.

144 B. Attendance Report. Upon request of the Human Resources Committee, the
145 Manager shall direct the Clerk to provide the Assembly quarterly reports on attendance at
146 regular Assembly meetings.

147

148 **RULE 4. LEGISLATION.**

149 A. Drafting. The Attorney shall draft ordinances and resolutions:

150 1. For presentation to the Assembly only

151 (a) by vote or consensus of the Assembly,

152 (b) by vote of a standing or ad hoc Assembly committee,

153 (c) by request of the Mayor, the Manager, or any member, or

154 (d) on the Attorney's own initiative to correct errors not otherwise correctable
155 in any section or to make amendments to Title 01.45 the Conflict of
156 Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation
157 Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the
158 Penal Code, or any section imposing duties on the Attorney.

159 2. For presentation to a standing or ad hoc Assembly committee only by vote of the
160 committee, request of its chair, or by direction of the Assembly.

161 B. Procedure. Upon presentation of an ordinance, any member may move that it be
162 introduced and set for public hearing, referred to committee, deferred, or rejected as
163 provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall
164 refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a
165 majority vote of the members of the Assembly. If the motion is for introduction, the motion
166 shall set a date for the public hearing. All such motions may be amended.

167 C. Timing. Promptly after introduction, the Assembly shall publish the ordinance and
168 a notice setting out the time and place for a public hearing on the ordinance. The public
169 hearing on an ordinance shall follow publication by at least seven days; it may be held at a
170 regular or special assembly meeting and may be adjourned from time to time.

171
172 **RULE 5. COMMITTEES.**

173 A. Standing Committees. The Assembly shall have the following standing committees:

- 174 1. Committee of the Whole
- 175 2. Finance Committee
- 176 3. Human Resources Committee
- 177 4. Lands, Housing, and Economic Development Committee
- 178 5. Public Works and Facilities Committee
- 179 6. Joint Assembly/School Facilities Committee (per Charter 13.8)

180 Any member of the Assembly may sit with any committee at all times; such member shall
181 have the right to participate in committee discussion except that members of the committee
182 shall have priority in obtaining the floor and only committee members may vote. Standing
183 committee meetings are work sessions without public testimony unless otherwise noticed at
184 the time of packet publication, or earlier, by the committee chair.

185 B. Special Committees. The Assembly shall have such special committees as may be
186 considered necessary. Special committees automatically terminate upon completion of the
187 committee's assignment.

188 C. Selection, Process, and Duties of Committees of the Assembly.

189 1. Standing Committees.

- 190 (a) With the exception of the Committee of the Whole, the Finance Committee,
191 and the Human Resources Committee in proceedings pursuant to Rule
192 5(C)(2)(f), there shall be not more than four Assemblymembers appointed
193 to each standing committee of the Assembly. Each Assemblymember will
194 be appointed to at least one, but not more than three, standing committees,
195 in addition to the Finance Committee and the Committee of the Whole.
- 196 (b) Each year following the regular municipal election, all Assemblymembers
197 will be given an opportunity to indicate in writing which of the standing
198 committees they request to serve on. Nominations for standing committee
199 appointments and for the position of chair of each such committee shall be
200 made by the Mayor, and shall be subject to ratification by the Assembly. In

201 making nominations for committee appointments, the Mayor shall strive to
 202 ensure, to the extent reasonably possible, that there is a balance and
 203 diversity of opinion, viewpoints, and perspective among the
 204 Assemblymembers nominated for committee membership, and that there is
 205 at least one Assemblymember nominated for appointment to each
 206 committee who has expertise in the areas assigned to the committee. All
 207 committee members shall be appointed to serve for a term expiring upon
 208 ratification by the Assembly of the committee appointments following the
 209 next regular municipal election. All committee members serve at the
 210 pleasure of the Assembly.

211 (c) A standing committee may at the call of its chair or the vote of its
 212 membership take up any matter within the scope of its charge established
 213 by these rules and not pending as legislation authorized by the Assembly.
 214 Matters not within the scope of any standing committee, or within the
 215 scope of more than one standing committee shall be assigned by the Mayor.

216 (d) Each committee shall refer information to and coordinate activities with
 217 other appropriate committees. Issues referred to another committee and
 218 any directions to the Manager must have the concurrence of a majority of
 219 the committee members.

220 2. Human Resources Committee. The Human Resources Committee (HRC) may
 221 take up issues relating to the health and wellbeing of Juneau citizens and their
 222 participation in local government. The duties of the Human Resources
 223 Committee shall include:

224 (a) Nominating citizens to all CBJ boards and commissions. Appointment to
 225 such bodies shall be made by the full Assembly;

226 (b) Making recommendations to the full Assembly regarding the issuance,
 227 renewal or transfer of liquor licenses, restaurant designation permits, and
 228 marijuana licenses;

229 (c) Reviewing and proposing amendments to these rules;

230 (d) Undertake a periodic review of all advisory boards;

231 (e) Reserved;

232 (f) Membership for Certain Appointments. The full Human Resources
 233 Committee shall meet as needed to recommend appointments to the
 234 Planning Commission, the Hospital Board, the Ski Area Board, the Docks
 235 and Harbors Board, and the Airport Board. The Mayor and all
 236 Assemblymembers shall serve as members of the full Committee and the
 237 Human Resources chair shall serve as chair at these meetings;

238 (g) In the event of an unexpected resignation, removal, or vacancy on an
 239 empowered board, the Assembly may appoint a replacement member from
 240 either a recent applicant pool or former board member. Applicants
 241 interviewed by the full Assembly sitting as the HRC, within six (6) months
 242 of being interviewed, will be part of a candidate list the Assembly may

243 choose to pull from and appoint to the vacated seat for either a specific
 244 timeframe or until which time the full Assembly meets to make annual
 245 appointments to that board. If there are no interested or suitable
 246 candidates from this pool, the Assembly may consider appointing a former
 247 board member to serve until the annual appointments for that board are
 248 completed. Review of previous candidates or former board members would
 249 be discussed during a regular or special Assembly meeting under executive
 250 session, with the Assembly returning to open session to make the
 251 appointment(s).

252 3. Finance Committee. The Finance Committee (AFC) may take up issues
 253 relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers
 254 shall serve as members of the Finance Committee. The AFC is treated as a
 255 work session unless otherwise noted. The duties of the Finance Committee shall
 256 include:

257 (a) Review of the Manager's proposed budget and recommendations to the
 258 Assembly for a final budget;

259 (b) Review of the fiscal policies of the CBJ as deemed necessary by the
 260 committee.

261 4. Committee of the Whole. The Committee of the Whole (COW) may take up
 262 those issues within the jurisdiction of multiple committees and those
 263 warranting detailed review prior to consideration by the Assembly. The COW is
 264 treated as a work session unless otherwise noted. The Mayor and all
 265 Assemblymembers shall serve as members of the Committee of the Whole.
 266 Generally, the rules of the Assembly shall be followed in the Committee of the
 267 Whole, provided that, at the discretion of the chair, the rules may be relaxed
 268 and the rules relating to participation by the presiding officer and the number
 269 of times a member may speak shall not be in effect unless otherwise ordered by
 270 a majority of the committee. In preparing the committee agenda the chair shall
 271 consult with the Mayor.

272 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,
 273 and Economic Development Committee (LHED) may take up issues relevant to
 274 the lands, housing, economic development, water or air within the City and
 275 Borough. The duties of the Lands, Housing, and Economic Development
 276 Committee shall include recommendations to the Assembly regarding:

277 (a) The preparation and revision of a land management plan and the
 278 acquisition and disposal of CBJ lands;

279 (b) The administration of the lands fund and the mineral holdings of the CBJ;

280 (c) Implementation of the Long Range Waterfront Development Plan, and
 281 issues relating to use and development of the CBJ waterfront;

282 (d) Promotion of improved housing availability in the City and Borough; and

283 (e) Promotion of a vibrant and diverse local economy.

284 6. Public Works and Facilities Committee. The Public Works and Facilities
 285 Committee (PWFC) may take up issues relevant to the infrastructure of CBJ,
 286 including transportation and utilities. The duties of the PWFC shall include:

287 (a) Making recommendations to the Assembly regarding the capital
 288 improvement program required by Charter section 9.2 and other capital
 289 improvement plans and lists;

290 (b) Advising each newly elected Assembly of unfinished capital projects to be
 291 continued;

292 (c) Making recommendations to the Assembly regarding the preparation and
 293 revision of an areawide transportation plan;

294 (d) Making recommendations related to energy efficiency, renewable resources,
 295 waste reduction and recycling, global warming, and green building.

296 7. Special Committees. Nominations for special committee appointments
 297 (including task force/ad hoc committees) and the chair position of each special
 298 committee shall be made by the Mayor, and shall be subject to ratification by
 299 the Assembly. In making nominations for special committee appointments, the
 300 Mayor shall strive to ensure, to the extent reasonably possible, that there is a
 301 balance of opinion, viewpoints, and perspective among the Assemblymembers
 302 nominated for committee membership, and that there is at least one
 303 Assemblymember nominated for appointment to each such committee who has
 304 expertise in the areas assigned to the committee. All members shall serve at the
 305 pleasure of the Assembly.

306 D. Scope of Committees. Committees, including the Committee of the Whole and the
 307 Finance Committee, are empowered to only make recommendations. No vote taken at an
 308 Assembly committee, including at the Committee of the Whole or at the Finance Committee,
 309 is binding on the Assembly. At the Assembly, an Assemblymember is free to move the
 310 Assembly to amend a prior adopted motion and renew a failed motion from a committee, and
 311 such motions can pass by five votes in favor.

312 E. Quorum of Committees. It shall be the general practice to establish committees
 313 with an odd number of members. A majority of the membership shall constitute a quorum.

314 F. Voting. The minimum vote required to take official action shall be the same as that
 315 constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

316 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the
 317 Assembly for approval. Any board liaison to an Assembly committee should sit with the
 318 committee at all times. A board liaison may have the right to participate in committee
 319 discussions at the pleasure of the chair of the Assembly committee except that Assembly
 320 members of the committee shall have priority in obtaining the floor. Only Assembly
 321 members on the committee may vote.

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326 **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

327 A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly
328 to serve as the liaison to each of the following City and Borough boards and commissions:

329 Planning Commission
330 Hospital Board
331 Docks and Harbors Board
332 Airport Board
333 School Board
334 Ski Area Board

335 The nominations shall be subject to ratification by the Assembly. Liaisons to other entities
336 may be appointed from time to time.

337 B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly
338 and the board or commission to establish and maintain communication between the bodies
339 on issues, projects, and other matters of mutual concern and interest. Assembly liaisons
340 should regularly attend appointed board or commission meetings. Assembly liaisons shall
341 not have the power to vote on the board or commission and are not to be counted in
342 determining whether a quorum of the board or commission is present, unless specifically
343 identified as voting members in the governing legislation of a particular board. An Assembly
344 liaison may participate in board or commission discussions when invited by the board chair.

345 C. Other Meetings. The Assembly encourages its members to attend meetings of other
346 boards, commissions, and citizen groups and inform the Assembly on the activities of those
347 bodies and the issues before them, as appropriate.

348

349 **RULE 7. DEBATE.**

350 A. Speaking on the Question. A member or the Manager may speak more than once to
351 the same question at the same stage of proceedings provided that priority of access to the
352 floor shall be given to members who have not spoken on the question. Members shall
353 endeavor to provide the body with relevant facts and arguments and shall strive to avoid
354 redundancy.

355 B. Asking Questions. After obtaining recognition from the chair, a member may ask
356 direct questions of another member of the Assembly or to a person appearing before the
357 Assembly. The questions should not be argumentative.

358 C. Decorum. Members shall not question the motives, competency, or integrity of any
359 person except as necessary to decide an appeal, personnel evaluation, contract award, or
360 other matter in which such issues are clearly relevant. The chair shall admonish any
361 member violating this rule and if violations are severe or repeated, may without a vote
362 declare a recess not to exceed ten minutes.

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365 **RULE 8. RULES OF PUBLIC PARTICIPATION.**

366 When permitted by Rule 14, public participation during hearings on ordinances and
367 matters other than appeals will be conducted according to the following rules, which will be
368 posted in the Assembly Chambers and at www.juneau.gov:

369 A. The hearing will be conducted by the Mayor as chair.

370 B. The Mayor will open the hearing by summarizing its purposes and reemphasizing
371 the rules of procedure.

372 C. The Mayor may set a time limit for public testimony, for individual speakers, or
373 both if it appears necessary to gain maximum participation and conserve time, and may for
374 the same reason disallow all questions from the Assembly to members of the public. The
375 time limit may be extended by a majority of the Assembly. The time limit for individual
376 speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not
377 have the right to transfer their unused time to other speakers, but the Mayor may grant
378 additional time to a person speaking on behalf of a group.

379 D. People are encouraged to submit written presentations and exhibits to the
380 Municipal Clerk and the Assembly via email (boroughassembly@juneau.gov).

381 E. The Mayor will set forth the item or subject to be discussed and will rule non-
382 germane speech out of order. A member of the public may not be stopped for speaking
383 because of the viewpoint being expressed. However, a person may be stopped for disrupting,
384 disturbing, or impeding the meeting when speaking longer than the time limit, when being
385 unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane
386 speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from
387 accomplishing its business in a reasonably efficient manner or when the speech interferes
388 with the rights of other speakers. A person stopped for non-germane speech during a
389 meeting is welcome to submit a writing, presentation, recording, and exhibit to the
390 Municipal Clerk and to the Assembly via email (boroughassembly@juneau.gov).

391 F. All speakers, members of the public and members of the Assembly, will be
392 recognized by the chair by surname.

393 G. Members of the public will precede their remarks by stating their names and,
394 unless otherwise allowed by the Mayor, the area of town in which they reside.

395 H. Members of the Assembly will not direct questions to each other or to the chair
396 during public participation except as to the conduct of the hearing.

397 I. Members of the Assembly may direct questions to members of the public only to
398 obtain clarification of the material presented. The questions should not be argumentative,
399 nor may they have the purpose or effect of unreasonably extending any time limit applicable
400 to public speakers.

401 J. The public may direct questions to the Assembly or the administration.

402 K. The public may direct questions to the chair only as it pertains to the conduct of the
403 hearing. Assembly members may not respond to questions asked by the public during public
404 testimony.

405 L. The Manager may participate in the same manner as the members of the Assembly.

406 M. There shall be an opportunity for public participation on non-agenda items at each
407 regular meeting of the Assembly. Such public participation shall be limited to no more than
408 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed
409 three minutes. Assemblymembers may ask questions of the speaker but should not
410 deliberate at that time on matters raised or answer questions directed to the members.

411 N. Members of the public that want to provide oral public comment via remote
412 participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal
413 Clerk Office or register online, when available). A person is not required to notify the
414 Municipal Clerk prior to the meeting when providing in-person oral public comments.

415 O. Reasonable accommodations are available upon request. To the extent allowed by
416 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a
417 disability wishing to provide oral public testimony should advise the Municipal Clerk.
418 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so
419 arrangements can be made if other accommodation requests like closed captioning or sign
420 language interpreter services are desired. The Clerk's office telephone number is (907) 586-
421 5278, e-mail: city.clerk@juneau.gov.

422

423 **RULE 9. MOTIONS.**

424 A. Seconds. Seconds to motions are not required.

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

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

- 428 1. Fix time to adjourn
429 2. Give notice of reconsideration
430 3. Adjourn
431 4. Recess
432 5. Question of privilege of the body
433 6. Question of personal privilege

434

435 **RULE 10. CLERICAL ERRORS.**

436 Clerical errors that do not affect the substance of an ordinance or resolution, such as
437 errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery
438 of the error.

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442 **RULE 11. VOTE REQUIRED.**

443 The affirmative vote of five members of the Assembly shall be sufficient to take any
444 action except as otherwise provided by Charter or ordinance and except in the following
445 instances, which require the affirmative vote of at least six members:

446 A. Limiting, extending, or closing debates

447 B. Suspension of the rules

448 C. Setting of or postponement of special orders

449 D. Objection to consideration of question

450 E. Motion for immediate vote (previous question)

451 F. Rescind

452 G. To take up a motion for reconsideration at the meeting at which the action to be
453 reconsidered was taken.

454

455 **RULE 12. PARLIAMENTARIAN.**

456 The Attorney shall act as the parliamentarian with the Municipal Clerk to act as
457 parliamentarian in the absence of the Attorney.

458

459 **RULE 13. SESSIONS.**

460 Each regular or special meeting of the Assembly constitutes a session for purposes of
461 the rules.

462

463 **RULE 14. PUBLIC PARTICIPATION.**

464 A. Public participation shall be permitted on all items on the agenda, except public
465 participation is not allowed on the following:

466 i. for committee meetings advertised as work sessions only;

467 ii. items before the body for information purposes only;

468 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-
469 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public
470 participation—including by named parties—is authorized to aid the body in
471 deciding whether to accept an appeal, but public participation—including by
472 parties—is prohibited after the body makes the acceptance decision. This limited
473 public participation rule is necessary to protect the due process rights of the
474 parties.

475 B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body
476 may authorize public participation on a specific agenda item when in the best interest of the
477 community.

478 C. Public participation shall be permitted on a motion to recess into executive session
479 prior to the vote on such a motion.

480

481 D. When public participation is provided, public participation is confined to that agenda
482 item. No person except a member or the Manager may participate in Assembly proceedings
483 except as provided in the agenda item for public participation. However, the Attorney or
484 Municipal Clerk may comment on professional or procedural aspects.

485
486 **RULE 15. RECONSIDERATION.**

487 A. What May Be Reconsidered. Main motions, amendments to main motions,
488 privileged motions involving substantive questions, and appeals are subject to
489 reconsideration. Procedural motions may not be reconsidered.

490 B. Who May Reconsider. Any member, whether or not that member voted on the
491 prevailing side, may give notice of or move for reconsideration.

492 C. Effect of Notice. Any member may make a motion for immediate reconsideration
493 which will require a vote of six members. Alternatively, a member, prior to the end of the
494 meeting, may give notice of reconsideration. The effect of giving notice of reconsideration is
495 to suspend all action on the subject of the notice until a motion for reconsideration is made
496 and acted upon or until the time within which the motion for reconsideration may be made
497 and acted upon has expired.

498 D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires
499 unless a motion for reconsideration is made and acted upon prior to adjournment of the next
500 regular meeting succeeding the meeting at which the action to be reconsidered occurred.

501 E. Successive Reconsideration. There may be only one reconsideration even though
502 the action of the Assembly after reconsideration is opposite from the action of the Assembly
503 before reconsideration.

504 F. Precedence. A motion for reconsideration has precedence over every main motion
505 and may be taken up at any time during the meeting when there is no other motion on the
506 floor.

507 G. Effect. A motion for reconsideration completely cancels the previous vote on the
508 question to be reconsidered as though the previous vote had never been taken.

509
510 **RULE 16. REMOTE PARTICIPATION.**

511 When a meeting is conducted entirely remotely (i.e. video conferencing technology), then
512 all members are expected to attend remotely. The following apply to meetings that are held
513 completely in-person or as a hybrid (partially in-person and partially remotely):

514 A. A member may participate remotely in an Assembly meeting, or an Assembly
515 Committee meeting, if the member declares that circumstances prevent physical attendance
516 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall
517 preside. If a committee chair chooses to participate remotely, they should designate an
518 alternative committee member to chair the meeting unless the entire meeting is held
519 remotely.

520 B. Reserved.

521 C. The member shall notify the Clerk and the presiding officer, if reasonably
522 practicable, at least four hours in advance of a meeting which the member proposes to
523 attend remotely by and shall provide the physical address of the location, the telephone
524 number, and any available facsimile, email, or other document transmission service.

525 D. Reserved.

526 E. A member participating remotely shall be counted as present for purposes of
527 quorum, discussion, and voting.

528 F. The member participating remotely shall make every effort to participate in the
529 entire meeting and must have video turned on except during breaks or due to connectivity
530 issues. From time to time during the meeting the presiding officer shall confirm the
531 connection.

532 G. The member participating remotely may ask to be recognized by the presiding
533 officer to the same extent as any other member.

534 H. To the extent reasonably practicable, the Clerk shall provide backup materials to
535 members participating remotely.

536 I. If the remote technology connection cannot be made or is made then lost, the
537 meeting shall commence or continue as scheduled and the Clerk shall attempt to establish
538 or restore the connection, provided that if the member participating remotely is necessary to
539 achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the
540 remote connection is established or restored.

541 J. Meeting times shall be expressed in Alaska time regardless of the time at the
542 location of any member participating remotely.

543 K. Participation remotely shall be allowed for regular, special, and committee
544 meetings of the Assembly.

545 L. Remarks by members participating remotely shall be transmitted so as to be
546 audible by all members and the public in attendance at the meeting, provided that in
547 executive session the remarks shall be audible only to those included in the executive
548 session.

549 M. Any member of the public present with the member participating remotely shall be
550 allowed to speak to the same extent the person was physically present at the meeting.

551 N. As used in these rules, "remote" means any system for synchronous two-way voice
552 communication (i.e. telephone) or video conferencing technology. If a member needs to
553 participate remotely, video conferencing technology is preferred. "Mayor" includes the
554 Acting Mayor or any other member serving as chair of the meeting.

555 O. Regular and special meetings of the following entities must be recorded and live
556 broadcast in a manner that is reasonably calculated to provide meaningful remote public
557 observance and participation, when allowed, of the public meeting:

- 558 i. Assembly
- 559 ii. Assembly Standing Committees
- 560 iii. Planning Commission

- 561 iv. Hospital Board
562 v. Docks and Harbors Board
563 vi. Airport Board
564 vii. Ski Area Board

565 Any other board, commission, or committee meeting with anticipated substantial public
566 interest should be recorded and live broadcast (including zoom, google meet, teams, or other
567 platform) in a manner that is reasonably calculated to provide meaningful remote public
568 observance and participation, when allowed, of the public meeting.

569 P. The annual Assembly retreat is a work session and will not be recorded and live
570 broadcast. Notice will be provided of the date, time, and location of the retreat. Members of
571 the public are invited to attend and observe.

572

573 **RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.**

574 The conduct of the meetings of Assembly shall be governed by the Mayor according to
575 the current edition of Robert's Rules of Order, except as otherwise provided by Charter, law,
576 or these rules.

577

578 **Section 2. Repeal of Resolutions.** Resolution No. 2976 and Resolution No. 4024
579 are repealed.

580 **Section 3. Effective Date.** This resolution shall be effective immediately after its
581 adoption.

582 Adopted this 27 day of July, 2026.

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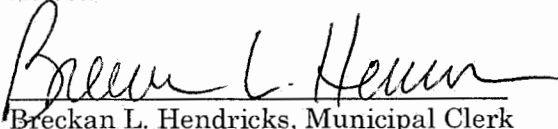
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Attest:


Breckan L. Hendricks, Municipal Clerk


Beth A. Weldon, Mayor