

MINUTES of  
AIRPORT BOARD MEETING  
October 10, 2024  
6:00 p.m. Alaska Room/ZOOM

- A. **CALL TO ORDER:** Acting Chair Dennis Bedford called the meeting to order at 6:03 p.m.

B. **ROLL CALL:**

Members Present:

Dennis Bedford  
Jason Custer

Jodi Garza  
Chris Peloso

Charlie Williams

Members Absent:

Eve Soutiere

Dan Spencer

Staff/CBJ Present:

Patty Wahto, Airport Manager  
Paul Khera, Deputy Airport Manager  
Angelica Lopez-Campos, Bus. Mgr.  
Ke Mell, Airport Architect

Sherri Layne, CBJ Law  
Brandon Bagwell, CBJ Fire Dept.  
Mark Fuelle, CBJ Fire Department

Public:

Sarah Lowell, Costal Helicopters

Mark Sabbatini, Juneau Empire

Chair Bedford welcomed Charlie Williams to the Board.

C. **APPROVAL OF MINUTES:**

1. *Chris Peloso moved the approval of the September 12, 2024, Airport Board minutes. The motion passed by unanimous consent.*

- D. **APPROVAL OF AGENDA:** *Chris Peloso moved approval of the agenda. The motion passed by unanimous consent.*

- E. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

- F. **AIRPORT BOARD OFFICER DISCUSSION:** Chair Bedford said Dan Spencer has resigned his position as Chair. He said this means that he moves up to the Chair position, Jodi moves up to the Vice Chair/Secretary. Unless anyone has a better idea, he thought the Board should ride through this and not elect any officers. Board Member Jason Custer suggested Ms. Garza serve as Chair if others are interested in that. Sherri Layne said that in order to elect a new chair the Board needs to vote to suspend the rules. Once the rules are suspended, the new officer(s) can be elected because according to the Bylaws, new officers cannot be elected until July. Another option is to move Mr. Bedford up, Ms. Garza would be the Vice Chair and the Secretary, and it would stay like that until the

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Board suspends the rules and elects new officers. The earliest replacement for Mr. Spencer is expected in November or December. *Jodi Garza moved that the Board accept the resignation of Mr. Spencer as the Chair of the Juneau Airport Board. The motion passed by unanimous consent.*

*Jason Custer moved to suspend the rules for the purpose of electing new officers. Board Member Chris Peloso suggested waiting until next month for Eve Soutiere to be back. Chair Dennis Bedford wanted to wait and have time to think about this before. The motion failed by unanimous consent.*

Chris Peloso asked that if members were thinking about becoming the chair, it would be nice if they declared at this point. Jodi Garza said she would not be opposed to filling the seat of the Chair position. Chair Bedford said he would be happy if someone else took over the Chair position, but he is also happy to continue. Chair Bedford also noted that there are three tenants on the Operations Committee, and he thought that needed to be addressed at the next meeting, too.

### G. UNFINISHED BUSINESS:

2. **Airport Board Bylaws (Attachment #1):** Airport Manager Patty Wahto said Attachment #1 shows the proposed changes and recommendations by City Clerk Beth McEwen, as well as her memo about the changes. At the last meeting, Ms. McEwen testified that they are looking to standardize the bylaws for the boards. While Ms. McEwen understood the intent of some of the changes, the proposals by the Board put them in a corner on some of the issues. *Chris Peloso moved to approve the Bylaws as written with the rejection of the Clerk's comments from last month. The motion passed by unanimous consent.* Ms. Layne said the next Assembly meeting is October 21, but it may not make it on this meeting, and it may be November before the Assembly can approve this.

3. **Taxi/Ground Transportation Additional Shelter:** This item has been brought up at the last couple of meetings. This is due to a lot of people waiting in the taxi pickup area. The current shelter that was put up a number of years ago only holds about four people and there are a lot more people that stand in the rain waiting for pickup. This request came from the taxi companies and public to look at shelter ideas. Project Manager Ke Mell said the options considered were constructing a structure similar to the one at the bus stop at a height of 10 feet as the vehicles serving the area would be shorter than buses. The canopy would sit in the planting beds so as not to tear up the heated sidewalk. A very rough estimate is \$500 square foot, or a total cost of \$500K.

The other option would be to purchase one or more shelters similar to the existing smaller shelters at the taxi staging and install them at the north and east ends of the heated sidewalk. The cost is about \$360/square-foot, excluding installation. The Airport would look at larger shelters to accommodate luggage. The budget would be about \$80K a piece,

including buying the shelter, shipping, installation and administrative costs. However, at the north end of the sidewalk where the sidewalk is significantly narrower than the east side, a shelter of adequate size would require removing a couple of the jersey barriers and recessing the shelter into the grassy planting bed bordering Shell Simmons. The site work is estimated at \$100K, in addition to the \$80K for the shelter. The existing shelter is in fair condition. Its lifespan is significantly less than a new shelter.

Ms. Mell recommended Option #2 as Option #1 is a design/bid/build project, which is a significant expense. Option #2 is cheaper, less disruptive and shelters can be bought at different times. The canopy life is 20 years. The 20-year lifespan would roughly parallel the probable timeline of a parking lot project.

Ms. Wahto said the last shelter came with a surcharge on the taxis and anyone who picked up a permit that would help offset that. Once that was paid for, the surcharge was removed. Ms. Garza asked how long would it take to pay this back? Ms. Wahto said she did not currently have the numbers. This would only be direction and not commitment for funds. Ms. Mell said actual action would come back to the Board. Direction of the Board was Option #2.

#### H. **NEW BUSINESS:**

##### 4. **Airport Manager's Report:**

a. CHUBB Insurance Audit. Jim Dubois was in Juneau to inspect the airport for deficiencies and look at things written up in the past few years. It is really good to see things through their eyes as he is the aviation expert. He was actually pleased with a lot of things that he saw; some repairs and deficiencies that had been taken care of. There were a few holdovers that are still being reviewed, but there was nothing significant. The one issue that they are concerned with is the Jordan Creek area. The Airport continues to push people out of the area. The amount of trash in that area is just deplorable. This will again be in the report. This report will be shared with the Board and applicable tenants. It will also be published on the Airport's website. There is a possibility of going back to the Planning Commission. Since there has been a change of people on the Planning Commission and they are rewriting Title 49, maybe the Airport should again request limbing. It is possible that the original packet will be updated with a current date and filed again. The problem is not just associated with the Jordan Creek area. UPS (United Parcel Service) is dealing with package theft. There was a car stolen from one of the medevac operators by someone with an ankle monitor. It was left on the front curb.

b. Parking Lot Upgrades. The new equipment has been installed. They are waiting for a couple more parts. It is expected to open next Wednesday, with a pay on exit system. The update is on the website. People will be in place to help when the gates come down. It is not known what impact the open parking will have on the budget.

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- c. FAA Meetings. There have been meetings held with the FAA Air Space folks. They look for obstructions in the air space. Ms. Wahto is working with them and the Airports Division on the extension to the MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights). The annual Runway Safety Action Team (RSAT) meeting was held with the Air Traffic Control Tower. A meeting was also held with the Airports Division regarding the Capital Improvement Program (CIP). This also includes an update for the new Passenger Facility Charge (PFC) 10 that will be implemented. An end of season meeting was held by Flight Standards District Office. This is the Airport's time to cover any construction planned. The annual certification inspection is planned for November 19-21. They will go through all aspects of the Part 139 operations.
- d. UPS Thefts. Ms. Wahto said staff is working with the new manager for UPS to get bigger drop boxes, more hours, more people, and whatever they can do to not entice people to go back there and take things.
- e. Airport Staffing. An Airport Board Committee of the Whole needs to be scheduled to look at Airport staffing. Ms. Wahto has not had time as there are many things going on right now. She said there are currently three spots to fill on the Airfield crew.
- f. Aviation Worker Screening (AWS) Employees. This has not been brought back before the Board as the numbers are not available. Ms. Wahto plans to pay for this through Security Screening Fees as these are the areas that are required. This will be a process of not only looking at the costs for additional screeners, and the regulation will have to be modified for security fees. This is an unfunded mandate. The oral arguments are coming up next week for the AWS case. Whatever happens, it will probably not move very fast.
- g. Parking Garage. This has been added on as an item. It is in the Airport's CIP. This will be kept out here to make sure it is kept in everyone's mind. This will cost \$6-7M for design only. This project is not FAA eligible. Staff will continue to try to find a way to fund this project. Mr. Custer recommended that the Airport talk to the CBJ (City & Borough of Juneau) about developing a CAPSYS (Legislative Finance Capital Project Submission and Information System) Request to put on file in the State's CAPSYS system for this legislative session. This is when people begin organizing the priorities for projects. He said persistence in applying allow for better odds as the years go by. Ms. Wahto said this was an excellent suggestion and she asked Mr. Custer to work with staff to get this going.
- h. Airport Fund Balance and Capital Revolving Account Balance. There has been no change to these documents.

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i. Hot Topics. The following is a list of on-going topics that staff is working on in addition to the regular Project Reports:

- *Juneau Douglas North Crossing Project*. There will a Technical Advisory Committee (TAC) meeting scheduled for October 17 from 4-5 p.m. The Airport is a TAC member.

**5. Airport Projects Report – Mike Greene.** Ms. Wahto reported the *Rehabilitate Part 121/135 Apron & Remain Overnight (RON) Parking Apron* will wait for spring to do the Alaska Airlines cargo stand. They have run out of time with no weather windows this month. The light poles for Gates 2, 3, 4, 5 and 6 are on back order. They will be installed in the spring of 2025. The alternate lighting will be used in the meantime. RFP 05 (not FAA eligible) will be funded out of the additional residual in the project, initially out of Sales Tax and then out of PFC. When it all balances out, there will be a grant amendment.

**6. Airport Projects Report – Ke Mell.** Ke Mell, Airport Architect, reported on the *Gate 5 Passenger Boarding Bridge (PBB) Replacement*. Jensen Yorba Wall will prepare the final project close out report that the FAA requires. Their final pay request will likely be in November or December.

*Mendenhall Riverbank Stabilization:* On October 9, JNU received the Department of Fish & Game permit for that work. The Airport has also applied for the Army Corps of Engineers permit in September, which requires a three-to four-month turnaround. The Airport applied to the Department of Natural Resources permit to work below ordinary high water. This permit has a six- to eight-month lead time.

*Jordan Creek Greenbelt Lighting:* CBJ Contracts solicited interest from qualified electrical consultants under a term contract. One consultant responded: Begenyi Engineering. Staff will meet with Barry Begenyi to develop the scope of work. Ms. Mell said the Airport has a couple of light fixtures for this project, but they are 30' tall. These may not be the best solution for this area. Light is only part of the solution to the problem. The biggest problem is beyond the direct and immediate control of the airport. Whether decorative pathway lighting is installed or the airfield fixtures in, neither will solve the problem.

Chair Bedford said lighting will not fix this. A cost benefit ratio needs to be done.

Ms. Garza said if the Airport is going to do the lighting right, the Airport should know what the number is and what it wants to do before taking it to the Assembly for additional funding. Ms. Mell's intent in working with the engineer is to get several options: a least cost option using the lighting the Airport already has, keeping it to the path and keeping it

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within the \$150K; and the Airport needs one or more other quality options. In talking about people coming out of the dark on Yandukin, one of the things that would help a great deal is to do the Yandukin/Shell Simmons project and improve the lighting along the way.

*Parking Garage Project:* The Airport will need a parking garage at some point. It is not needed now as the parking lots are new and drain well, with an expected 20-year lifespan. There are current unmet needs at the Airport, which like the Parking Garage cannot be paid for with Federal CIP money. The biggest need is for the Phase IV addition to the SREB (Snow Removal Equipment Building), which would house the staff offices, locker rooms, expanded toilet facilities and a bunch of shop space, including a small welding shop, sign shop, wood shop and workspaces. Those activities are still currently housed in the Airfield Maintenance Building, which is located at the north end of the 135 ramp. This is a need that has been unmet since the FAA said that all of the functions could not be paid by the FAA. The facility is a 60-year-old building with no wall insulation and made of concrete slabs. It has very substandard conditions. She said this is a more pressing need for the Airport than the parking garage. Whatever assistance the Board or others can offer would be appreciated by Ms. Mell.

Ms. Wahto said she has gone to the D.C. Lobbyist and talked with AAAE (American Association of Airport Executives) to request FAA to look at non-hub airports for eligibility on some of the items that are ineligible now. She has asked if they would be eligible in the future on a case-by-case basis. This is not just for the shop, but other things, too.

She said in looking at the parking lot, there is a demand in that every spot is taken out there. She wanted to make sure that everyone keeps that in mind that before the Airport can push out to the east, the first step is to move the rental cars. The idea would be to put them in the parking garage. There are a lot of pieces in the puzzle that have to be moved around.

Ms. Mell said the landside project of redoing Shell Simmons/Yandukin loop needs to be done before expansion. When the parking lot was done last summer, it was noted there are some sink holes. There will be engineering and circulation. There is a water line that is down there, which is 40 years old and cast iron. As culverts have indicated, there seems to be some sort of problem in the area with electrolysis. This should happen before the parking garage happens.

Chair Bedford said people need to think outside the box. If space was leased at Nugget Mall or the prices were increased in the lot, people may take an Uber or have a friend drop them off. The parking garage is a long way out from a finance point of view. It will be expensive.

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I. **CORRESPONDENCE:** None.

J. **COMMITTEE REPORTS:**

7. **Finance Committee:** Committee Chair Custer said no meetings have been held. There is another meeting scheduled for October 22 and everyone is welcome.

8. **Operations Committee:** None.

9. **Committee of the Whole:** Committee Chair Peloso said there has not been a lot of progress on this since the last Board meeting.

K. **ASSEMBLY LIAISON COMMENTS:** None.

L. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:** None.

M. **BOARD MEMBER COMMENTS:** None.

N. **ANNOUNCEMENTS:** None.

O. **NEXT MEETING DATE:**

The next meeting of the Airport Board Finance Committee will be held on October 22, 2024, at 9:00 a.m. in the Alaska Room and via Zoom.

The next regular Airport Board meeting will be held on November 14, 2024, at 6:00 p.m. in the Alaska Room and via Zoom.

P. **EXECUTIVE SESSION:** None.

Q. **ADJOURN:** *Jodi Garza moved to adjourn. The motion passed by unanimous consent and the meeting adjourned at 7:35 p.m.*

## ATTACHMENT #1



### OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

City and Borough of Juneau (CBJ)  
155 Heritage Way, Juneau, Alaska 99801  
Phone: (907)586-5278 x4175 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.gov](mailto:Beth.McEwen@juneau.gov)

TO: Airport Board  
DATE: September 12, 2024  
FROM: Beth McEwen, Municipal Clerk  
RE: Proposed Airport Bylaw Changes

The Clerk's office has been working with the Assembly and our various CBJ Boards to provide an overarching goal to:

***Provide consistent, uniform rules of procedure across all CBJ bodies to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act, and Public Notice requirements, and also addressing the unique needs of the individual bodies.***

In an attempt to standardize the various rules of procedure used by all our CBJ elected and appointed bodies we start from the Assembly Rules of Procedure (adopted by Resolution which is amended from time to time) as the base layer upon which to build all other board rules of procedure. Using this framework, I have reviewed the draft Airport Bylaws as found in the September 12, 2024 Airport Board Packet and have provided a marked up revised version for consideration by the Airport Board.

Most of the changes that I suggest are incorporating practices already in place both at the Assembly and at the Airport Board levels but are now memorializing them within the bylaws document. The main substantive change that the Board may want to discuss has to do with the flexibility or rigidity of the language in the current bylaw amendment proposed in the Sept. 12 meeting packet as highlighted below:

**The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair.**

The changing of officers is entirely up to the board each year during the election of officers. If the board in general wants to limit officers to a certain number of years in any given office, they can do that organically just by the manner in which the nominations and elections take place. However, having more restrictive language, such as that highlighted above, provides for a very complicated process whenever there is a mid-term vacancy on the board. Since this language doesn't address mid-term vacancies, I would suggest leaving it out entirely or if you do chose to leave it in, incorporate appropriate language to provide clarity on how this language affects a member who is elected to serve less than a full one-year term.

I'm happy to discuss any of the other suggested changes with the board at this meeting or at a future date.

Attached: Airport Board 9/12/2024 Meeting packet Attachment #1 with suggested Clerk Edits



## **ATTACHMENT #1**

### **ATTACHMENT #1**

# **BYLAWS of the CITY AND BOROUGH OF JUNEAU INTERNATIONAL AIRPORT BOARD**

## **ARTICLE I - NAME**

The name of this Board shall be the City and Borough of Juneau International Airport Board ("the Board").

## **ARTICLE II - PURPOSE**

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

## **ARTICLE III - MEMBERSHIP**

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.
2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.
3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

## **ARTICLE IV - MEETINGS**

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.
2. Meetings shall be open to the public and conducted according to Robert's Rules of Order, as modified by the Assembly Rules of Procedure and these bylaws. Notice of the meeting shall appear as published by the City & Borough of Juneau's public notice system in the local newspaper. Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

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3. Special meetings of the board or the committees may be called at any time by the Chair or at the request of the ~~Board~~ Committee Chairs, provided staffing and meeting resources are available. The scheduling of all meetings should be in consultation with Airport staff to ensure all necessary accommodations can be met. At least two business days' notice shall be given and filed with the CBJ Clerk.
4. Minutes, or recordings, of regular meetings shall be ~~published distributed~~ by Airport staff ~~to members~~ at least seven days prior to the next regular meeting. Minutes, or recordings, of special meetings shall be distributed to members as soon as possible after the meeting. Staff will endeavor to publish draft minutes within the above timeframe but in the event that minutes cannot be made available, a copy of the meeting recording will be sufficient until draft minutes can be published.
5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by telephone electronic communication or virtually remote participation as provided for in the Assembly Rules of Procedure.
6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually participating remotely. A quorum must be present for any business to be conducted. A quorum for standing committees shall consist of a majority of the membership of the standing committee.
7. Voting shall take place in accordance with the Assembly Rules of Procedure "Vote Required" section. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote, ~~the Chair all members~~ shall be required to vote audibly so as to be heard by all attendees both present in the room and participating remotely. A majority vote of the Board membership is needed to approve any action.

## ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member ~~may~~ shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and ~~asked~~ be excused from the discussion and official action on the matter. The presiding officer ~~shall may~~ determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

## ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair. The election of officers shall take place in

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July (or as soon as new Board Members are appointed) with the officers to begin their duties at their first meeting after their election.

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board in person.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, with ratification by the full board, including ad hoc committees and task forces of the Board as deemed necessary.
5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. If the Chair chooses to participate remotely, the Vice Chair shall preside. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

## ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. If the committee chair chooses to participate remotely, the chair shall designate another member, who will be present at the meeting in person, to preside over the meeting. Each standing committee shall consist of at least three members. Standing Committees will meet as needed in accordance with section IV. 3. above.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Shall ~~meet quarterly and~~ consider and make recommendations to the full Board regarding:
  - a. The Airport Manager's proposed operating and capital budgets;
  - b. Airport rates and charges; and
  - c. All other items that have or may have a financial impact on the Airport.
2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

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Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members at a Regular or Special meeting.

### ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

### ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager's employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board's evaluation. The Board's evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

### ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution. ~~provided that~~ The notice of such Airport Board meeting at which the proposed bylaws are to be discussed shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this ~~8<sup>th</sup>~~ \_\_\_\_\_ day of ~~August~~ \_\_\_\_\_ 2024.

\_\_\_\_\_  
Dan Spencer, Chair

Attest:

\_\_\_\_\_  
Jodi Garza, Secretary

Adopted by Assembly Resolution # \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

# ATTACHMENT #1

Presented by: The Manager  
Presented: 04/01/2024  
Drafted by: R. Palmer III

## RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2986

### **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

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

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

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

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

**RULE 1. AGENDA.**

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

- I. Call to Order
- II. Flag Salute
- III. Land Acknowledgment
- IV. Roll Call
- V. Special Order of Business
- VI. Approval of Minutes
- VII. Manager's Requests for Agenda Changes
- VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Three Minutes for Any Individual)
- IX. Consent Agenda
  - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
  - B. Assembly Requests for Consent Agenda Changes
  - C. Assembly Action
- X. Ordinances for Public Hearing
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
- XI. Unfinished Business
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
  - D. Potential Issues for Reconsideration
- XII. New Business
  - A. Administrative or Committee Reports
  - B. Public Hearing

## ATTACHMENT #1

81 C. Assembly Action

82 XIII. Staff Reports

83 XIV. Assembly Reports

84 A. Mayor's Report

85 B. Committee, Liaison Reports, Assemblymember Comments and  
86 Questions

87 C. Presiding Officer Reports

88 XV. Continuation of Public Participation on Public Participation on Non-agenda  
89 Items

90 XVI. Executive Session

91 XVII. Supplemental Materials

92 XVIII. Adjournment

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

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

98 1. Ordinances for introduction;

99 2. Resolutions;

100 3. Bid awards requiring Assembly concurrence; and

101 4. Other items requiring Assembly action which do not involve substantial public  
102 policy questions.

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

### 116 117 **RULE 2. MEETINGS.**

118 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00  
119 p.m. every third Monday according to a schedule approved by the Assembly and published  
120 by the Clerk's office. The Assembly may by motion or otherwise change the date of a  
121 meeting as may be necessary or convenient.

## ATTACHMENT #1

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 Heritage Way, Juneau, Alaska. However, the location of a regular meeting may be changed (a) up to 24 hours in advance of the meeting by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) if the meeting was previously noticed with remote participation, by the Mayor, the committee chair, or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers, inability to get a quorum in-person, weather) to hold the meeting virtually with only remote participation (i.e. video conferencing technology).

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

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

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

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

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

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

### **RULE 4. LEGISLATION.**

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

1. For presentation to the Assembly only
  - (a) by vote or consensus of the Assembly,
  - (b) by vote of a standing or ad hoc Assembly committee,
  - (c) by request of the Mayor, the Manager, or any member, or
  - (d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.
2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.



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

**RULE 5. COMMITTEES.**

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

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

Any member of the Assembly may sit with any committee at all times; such member 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. Standing committee meetings are work sessions without public testimony unless otherwise noticed at the time of packet publication, or earlier, by the committee chair.

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

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

1. Standing Committees.

- (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.
- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.

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- (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the second meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
- (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
- (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:
- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
- (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;
- (c) Reviewing and proposing amendments to these rules;
- (d) Reserved.
- (e) Reserved.
- (f) Membership for Certain Appointments. The full Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the full Committee and the Human Resources chair shall serve as chair at these meetings.
3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as

## ATTACHMENT #1

members of the Finance Committee. The duties of the Finance Committee shall include:

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

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

4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, 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 may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.

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

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

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

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

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

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

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

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

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

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

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

- 284           7. Special Committees. Nominations for special committee appointments and the  
285 chair position of each special committee shall be made by the Mayor, and shall  
286 be subject to ratification by the Assembly. In making nominations for special  
287 committee appointments, the Mayor shall strive to ensure, to the extent  
288 reasonably possible, that there is a balance of opinion, viewpoints, and  
289 perspective among the Assemblymembers nominated for committee  
290 membership, and that there is at least one Assemblymember nominated for  
291 appointment to each such committee who has expertise in the areas assigned to  
292 the committee. All members shall serve at the pleasure of the Assembly.

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

299           E. Quorum of Committees. For the Committee of the Whole and the Finance  
300 Committee, a majority of the membership shall constitute a quorum. For committees with  
301 seven or eight members, four of the membership shall constitute a quorum, for committees  
302 with four, five, or six members, three of the membership shall constitute a quorum.

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

305           G. Role of Board Liaison. Board liaisons shall be recommended by the board to the  
306 Assembly for approval. Any board liaison to an Assembly committee should sit with the  
307 committee at all times. A board liaison may have the right to participate in committee  
308 discussions at the pleasure of the chair of the Assembly committee except that Assembly  
309 members of the committee shall have priority in obtaining the floor. Only Assembly  
310 members on the committee may vote.

311  
312           **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

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

315                   Planning Commission  
316                   Hospital Board  
317                   Docks and Harbors Board  
318                   Airport Board  
319                   School Board  
320                   Ski Area Board

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

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

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

### RULE 7. DEBATE.

A. Speaking on the Question. 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. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. 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. The questions should not be argumentative.

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

### RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

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364 D. People are encouraged to submit written presentations and exhibits to the  
365 Municipal Clerk and the Assembly via email ([boroughassembly@juneau.gov](mailto:boroughassembly@juneau.gov)).

366 E. The Mayor will set forth the item or subject to be discussed and will rule non-  
367 germane speech out of order. A member of the public may not be stopped for speaking  
368 because of the viewpoint being expressed. However, a person may be stopped for disrupting,  
369 disturbing, or impeding the meeting when speaking longer than the time limit, when being  
370 unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane  
371 speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from  
372 accomplishing its business in a reasonably efficient manner or when the speech interferes  
373 with the rights of other speakers. A person stopped for non-germane speech during a  
374 meeting is welcome to submit a writing, presentation, recording, and exhibit to the  
375 Municipal Clerk and to the Assembly via email ([boroughassembly@juneau.gov](mailto:boroughassembly@juneau.gov)).

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

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

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

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

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

387 K. The public may direct questions to the chair only as it pertains to the conduct of the  
388 hearing.

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

390 M. There shall be an opportunity for public participation on non-agenda items at each  
391 regular meeting of the Assembly. Such public participation shall be limited to no more than  
392 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed  
393 three minutes. Assemblymembers may ask questions of the speaker but should not  
394 deliberate at that time on matters raised or answer questions directed to the members.

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

399 O. Reasonable accommodations are available upon request. To the extent allowed by  
400 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a  
401 disability wishing to provide oral public testimony should advise the Municipal Clerk.  
402 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so  
403 arrangements can be made if other accommodation requests like closed captioning or sign

language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

**RULE 9. 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 10. 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 Attorney upon discovery of the error.

**RULE 11. VOTE REQUIRED.**

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

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question
- E. Motion for immediate vote (previous question)
- F. Rescind
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

**RULE 12. PARLIAMENTARIAN.**

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

**RULE 13. SESSIONS.**

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

**RULE 14. PUBLIC PARTICIPATION.**

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

- i. for committee meetings advertised as work sessions only;
- ii. items before the body for information purposes only;
- iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-judicial item for further consideration (CBJC 01.50.030(e)(1)). Public participation—including by named parties—is authorized to aid the body in deciding whether to accept an appeal, but public participation—including by parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.

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

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

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

**RULE 15. RECONSIDERATION.**

A. 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.

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

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon



or until the time within which the motion for reconsideration may be made and acted upon has expired.

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

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

F. Precedence. A motion for 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.

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

**RULE 16. REMOTE PARTICIPATION.**

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

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

B. Reserved.

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

D. At the meeting, the Clerk shall establish the remote connection technology when the call to order is imminent.

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

F. The member participating remotely shall make every effort to participate in the entire meeting and must have video turned on except during breaks. From time to time during the meeting the presiding officer shall confirm the connection.

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

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

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

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

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

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

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

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

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

- i. Assembly
- ii. Assembly Standing Committees
- iii. Planning Commission
- iv. Hospital Board
- v. Docks and Harbors Board
- vi. Airport Board
- vii. Ski Area Board
- viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

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

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

## ATTACHMENT #1

558        **Section 2. Repeal of Resolution.** Resolution No. 2976 is repealed.

559        **Section 3. Effective Date.** This resolution shall be effective immediately after its  
560 adoption.

561  
562        Adopted this 1<sup>st</sup> day of April 2024.  
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Beth A. Weldon, Mayor

564  
565  
566        Attest:

567  
568          
569

570        Elizabeth J. McEwen, Municipal Clerk