



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

March 9, 2026 at 5:00 PM

Assembly Chambers/Zoom Webinar

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<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899  
155 Heritage Way - Assembly Chambers

**A. CALL TO ORDER**

**B. LAND ACKNOWLEDGEMENT**

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

**1. 2026-02-09\_Assembly-HRC\_Minutes - Draft**

**F. AGENDA TOPICS**

**1. Personnel Board Appointments**

Per [CBJ Code 44.05.060](#), the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. One incumbent has applied for reappointment to the Personnel Board.

**Personnel Board [Roster](#)**

***Suggested Motion:*** *I move that the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Nadine Lefebvre and the appointment of Miguel Rohrbacher, both to the Labor Representative Seats on the Personnel Board for full terms beginning immediately and ending January 31, 2029, and ask for unanimous consent.*

**2. Juneau Human Rights Commission Draft Resolution relating to Increasing Engagement on CBJ Boards & Committees**

The Juneau Human Rights Commission (JHRC) drafted a resolution related to increased engagement on CBJ boards and committees for the Assembly Human Resources Committee (HRC) to review. The HRC reviewed the resolution at its February 9, 2026, meeting and decided to keep the resolution in the HRC for additional work by Assemblymembers Woll and Brooks.

This agenda topic could move to Standing Committee Topics if the committee would like a flexible timeline to work on the resolution.

**3. Resolution XXXX A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.**

This draft resolution is brought to the HRC by Assemblymember Brooks for consideration.

**G. STAFF REPORTS**

**H. STANDING COMMITTEE TOPICS-FOR DISCUSSION AS MEETING TIME ALLOWS**

**1. Discussion on Boardmembers Serving Past Term End Date & Vacancies on Empowered Boards**

Included in the packet is [Resolution 2686](#) Advisory Rules of Procedure and [Resolution 2986](#) Assembly Rules of Procedure for reference.

**I. COMMITTEE MEMBER COMMENTS**

**J. NEXT MEETING DATE: APRIL 6, 2026 @ 5PM ASSEMBLY CHAMBERS/ZOOM**

**K. SUPPLEMENTAL MATERIALS**

**L. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's Office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's Office telephone number is (907) 586-5278, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).



## ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES-DRAFT

February 9, 2026 at 5:00 PM Assembly

Chambers/Zoom Webinar

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### A. CALL TO ORDER

Chair Kelly called the Assembly Human Resources Committee Meeting to order in the Assembly Chambers and via Zoom at 5:00 p.m.

### B. LAND ACKNOWLEDGEMENT – read by Assemblymember Hall

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

### C. ROLL CALL

**HRC Members Present:** Chair Paul Kelly, Christine Woll, Maureen Hall, and Nano Brooks

**HRC Members Absent:** None

**Staff/Others Present:** Deputy Municipal Clerk Di Cathcart, City Attorney Emily Wright (Zoom), City Manager Katie Koester, Chief of Police Derek Bos, Municipal Clerk Breckan Hendricks, Meeting Tech Kevin Allen, Mayor Beth Weldon, and JHRC Chair Haifa Foroughi (Zoom)

### D. APPROVAL OF AGENDA – agenda approved as presented

### E. APPROVAL OF MINUTES – minutes approved as presented

#### 1. 2026-01-12 JHRC Minutes - Draft

### F. AGENDA TOPICS

#### 1. Juneau Human Rights Commission Draft Resolution relating to Increasing Engagement on CBJ Boards & Committees

The Juneau Human Rights Commission (JHRC) drafted a resolution related to increased engagement on CBJ boards and committees for the Assembly Human Resources Committee (HRC) to review. After review, there are several options before the HRC:

1. The HRC can decide to request the JHRC make additional edits and bring the resolution back to the HRC after those edits are completed.
2. The HRC can direct Law to reformat the resolution, assign it a resolution number and bring it back to the HRC for review and action.

3. Or the HRC could decide to not take action on the proposed JHRC resolution at this time.

Ms. Hall asked if the work on the resolution started before the city stood up the new communication team, and if the Human Rights Commission was actively engaged with that team.

Ms. Foroughi thanked the committee for reviewing the resolution and responded to Ms. Hall that the commission had started work on the resolution prior to the communications team forming. She also noted that Ms. Cathcart had attended the last JHRC meeting and recommended that JHRC and Communications connect to see about collaborating on the work JHRC is doing. Ms. Cathcart will connect the JHRC and the Communications Team via email for introductions and to start the conversation.

Ms. Woll thanked Ms. Foroughi for her many years of service with the JHRC and was curious about how this resolution came about; and asked if Ms. Foroughi could speak to what the commission's motivations or experiences were that resulted in this resolution coming before the Assembly HRC.

Ms. Foroughi responded that the resolution was in response to a question Mayor Weldon posed to her and fellow JHRC member Mary Wegner, which was, why do you think people don't engage more in the political system that governs Juneau, through CBJ committees and commissions. Since then, JHRC started looking into the 'why' over the course of 2025 and this resolution was the outcome of those conversations and possible solutions. The Clerk's Office provided JHRC with information on the high vacancy rate on a number of CBJ boards and the lack of diversity markers (such as age, economic, cultural) on those boards. She noted that boards struggle to meet quorum so they can meet and conduct business when they have a high vacancy rate and not enough interested applicants to fill those seats; you also can't do your work effectively when you don't have the diverse voices of the community.

Ms. Hall asked if the language in the resolution was asking employers to provide a stipend to cover an employee's time when attending a meeting of a committee they sit as a board member on.

Ms. Foroughi noted that it wasn't about providing a stipend, but more so to provide support or encouragement for an employee's volunteer work; individuals wouldn't feel penalized for serving on a board, or choose not to serve due to limited time availability, and instead receive tangible or intangible benefits. One tangible benefit could be professional development credits or training certificates; serving on a committee is a learning process in terms of facilitation, the knowledge a person acquires by serving on a committee, engaging in public service, policy analysis, and leadership skills. Another tangible is employers' encouraging employees to volunteer for a board, which helps bring added diversity by providing opportunities for individuals to easily participate and encourages civic engagement.

Mr. Brooks commented that he liked the idea of a joint meeting between the Juneau Human Rights Commission, the Systemic Racism Review Committee, and the CBJ Communications Team to work on getting the best result for recommendations on board outreach and engagement.

Ms. Woll commented that there seem to be two different paths to review; one related to encouraging employers to support civic participation and the other related to what CBJ could do to support boards and commissions. Since resolutions are the Assembly's type of external policy for future assemblies and our community, we should tailor the resolution language specifically to encourage employers to be part of CBJ's work towards better civic engagement. The JHRC and SRRC, working with the Communications Team, can bring the Assembly a recommendation on what CBJ should do to increase engagement on boards.

Mr. Brooks stated that he was fine with moving forward on some sort of action. However, his concerns were with directing organizations and employers to change their practices, or to promote engagement from their ranks.

Chair Kelly asked if Mr. Brooks felt that that language was appropriate, noting the resolution uses the word encourage vs. a direct order, or if he had alternative language to suggest.

After additional discussion on whether to move the resolution forward, it was decided that Ms. Woll and Mr. Brooks would work on the resolution and come back to the Human Resources Committee with changes to the resolution.

## **2. Juneau Human Rights Commission Funding FY26 Funding Request for Spring Town Hall Event & Requesting Guidance on FY27 Funding Request to finish Community Engagement Project with CatapultED**

As part of the Juneau Human Rights Commission (JHRC) Strategic Plan, the JHRC has periodically coordinated and held Town Halls on Human Rights topics over the past several years and currently has one planned for April 10, 2026 at UAS: *Fostering Safety, Dignity, & Human Rights in Our Community*. The funding request in the HRC packet is to help fund that upcoming Town Hall. The JHRC has seen positive community engagement at the Town Halls and would like to continue hosting them.

The other JHRC request is for guidance from the Assembly on how to submit an FY27 funding request to finish the work started in 2022 with CatapultED. The original 2022 request is in the HRC packet along with the JHRC's 2025-2026 Strategic Plan. During the FY23-24 budget cycle, the Assembly approved \$5,000 in one-time general fund funding for FY23. The JHRC is working on finalizing a funding amount (\$10,000–15,000) and since they are a CBJ Advisory Board and not an outside organization, they are requesting guidance on how best to submit this request to the Assembly.

The committee discussed the larger funding request from the Juneau Human Rights Commission and directed the JHRC to find an Assembly Sponsor who could bring the request forward to the Assembly Finance Committee by March 15, 2026.

The committee then discussed approval of the up-to \$750 funding request for the April 10, 2026 JHRC Town Hall event. These types of requests rarely reach the funding threshold (over \$500) that the Clerk's Office can approve; the last one to come before the HRC was in 2018 so it is always a refresher on the process. Ms. Woll brought up the request that, in the future, these requests could get approved at the committee (HRC) level without having to then go before the full Assembly for final approval, since the funds requested by Advisory Boards have already been appropriated as part of the approved FY budget process each year.

**MOTION:** by Assemblymember Woll to recommend that the Assembly Human Resources Committee forward to the full Assembly for approval, the Juneau Human Rights Committee FY26 funding request of up-to \$750 for the JHRC April Town Hall event and that the JHRC work with the Clerk's Office in the dispersal of those funds and asked for unanimous consent.

***Hearing no objection, motion passed.***

### **3. Systemic Racism Review Committee (SRRC) Appointments**

Per [Ordinance 2023-20b](#), the Systemic Racism Review Committee (SRRC) is a seven-member committee appointed by the Assembly. Members shall be selected to provide the most balanced representation possible. Members shall have experience identifying unlawful discrimination—including based on race, color, or national origin—experience identifying social justice inequity, or intimate knowledge of local cultures and practices, including tribal culture and practices.

**SRRC Current [Roster](#)**

**MOTION:** by Assemblymember Hall that the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Ephraim Froehlich to an unexpired term beginning immediately and ending June 30, 2028, and the appointment of Melody Musick to an unexpired term beginning immediately and ending June 30, 2027, and asked for unanimous consent. ***Hearing no objection, motion passed.***

### **4. Update from Police Chief Bos**

Police Chief Bos walked committee members through his December memo and highlighted things the Juneau Police Department (JPD) has done since his September memo to the full Assembly. The September memo outlined JPD's self-assessment process it went through to identify the action items needing to be changed or approved upon.

Being conscious of time, Chief Bos addressed a few of the action items in the memo, the challenges JPD has encountered, and overcoming those challenges to create sustainability and longevity from those changes. He will bring additional updates to a future HRC meeting.

Item One: Medical Response Concern. What does priority medical response with officers on scene look like and how it works. The initial question was related to use-of-force incidents; JPD staff revised the wording to make it broader. One example was instances where somebody has overdosed, they're still conscious but on the way to jail, the person loses consciousness. We wanted to change the policy to say this would always be a priority medical response when asked for, and we issued that via two written directives in August. We ran into some minimal challenges, as we looked at our Emergency Medical Dispatch (EMD) System process, since it doesn't apply to officers who are already on scene as it would for someone calling an emergency in and the dispatchers needing to go through their standard checklist of questions.

Item Two: Medical Training. JPD follows all state laws and state-mandated training and tends to go above and beyond for medical training without getting into a training requiring a larger time commitment to get initial certification as well as the time commitment to maintain those ongoing certifications.

Item Three: De-escalation Refresher. The de-escalation refresher was rolled out last fall and was completed before the end of 2025. As of January 2026, JPD has changed its approach to training on the whole. We have implemented Core Principle-Based Training which reflects JPD's core principles, what we want, what is our goal, and how we would accomplish that goal through the core principle training. We then build on those core principles by repetition; introducing a new skill, then practicing that skill for multiple months. By using this new methodology, we wrap de-escalation training into everything we do, whether it's driving a car, using a firearm, practicing arrest control tactics, or learning medical response. This is a newer model of training in the country but has gotten very high reviews for sustaining quality training and sustaining officer skills.

Item Four: Hiring Standards. We reviewed our hiring standards and met or exceeded best practices as established by the International Association of Chiefs of Police as well as the Police Executive Research Forum. Some changes were made after the review was completed. We raised the written test standard from 70% to 80% after we found that while very few applicants landed between 70% and 80%, for those that did, virtually all of them were problematic, so by eliminating that category, we are hoping to avoid future problems. Changed the format of our interview process to avoid people using AI to assist during their initial virtual interview. Beginning in the second quarter of this year, we will implement an additional evaluation process of candidates focusing on how they interact with staff during the hiring process. As a candidate goes through the hiring process, they will engage with our recruiter and admin staff. Previously, those staff members never got a chance to say, here was the interaction I had with the candidate, positive, negative, or otherwise; looking at many of our applicants, that would be a very valuable tool to get that feedback from staff. Implementing these changes means we have fewer applicants that are moving forward, which impacts staffing. However, JPD would rather have good quality applicants than hire people to have a warm body.

Ms. Hall asked about the type of probationary period, how long it is and if any red flags are identified in what fellow officers, or you as the Chief, might notice, allowing an opportunity to provide a little more focus. Chief Bos responded that probationary periods are based on the pay-scale and are either 6 months or 12 months, an employee has to complete all their training requirements, and we can extend an employee's probationary period per CBJ Personnel Rules and with approval by the Manager's Office.

Item Five: Engagement with Tlingit and Haida. JPD is working with Tlingit and Haida on creating a training curriculum for JPD staff. Since JPD is a 24/7, 365 operation, Chief Bos noted the biggest challenge is finding the time to get the training curriculum finalized and schedule the training, which may have to happen multiple times to accommodate everyone's schedule. After the training happens, the focus can shift to community engagement and outreach. Tlingit and Haida invited JPD to its Elder Luncheons on a quarterly basis, and we hope to have 5-10 department employees present and assist with the luncheon; the goal being to build relationships with tribal citizens.

Ms. Woll thanked Chair Kelly for adding these updates to the agenda and thanked Chief Bos for attending and touching on several issues that had been on her mind the last few months. She said that as an Assemblymember she has repeatedly heard from the public's concern about the Immigration and Customs Enforcement (I.C.E) presence in Juneau and asked Chief Bos what the Department's approach to communicating with I.C.E is. Chief Bos stated that JPD has a great relationship with our federal partners, so most of the time, JPD knows when they are coming. However, they don't have to notify us if they are doing anything in Juneau. JPD has certain requirements regarding notification. Federal law states that if there's a person JPD contacted who is on a criminal detainer, we have to notify our federal partners.

Mr. Brooks thanked Chief Bos for the updates and talking about the core principle-based training and asked the Chief if he could speak to what some of the other core principles are that have been encompassed in that training besides de-escalation. Chief Bos responded that the core principles are based on what the training class is focused on. One example, if the class was on arrest control, one of the core principles would be how to handcuff with the least amount of force; or if force is applied, what would that look like, and how an arresting officer would appropriately apply the least amount of force necessary in an arrest.

Ms. Hall noted her concern that Juneau might have large-scale I.C.E. operations like what is happening in other communities. However, there have been people deported out of our community. As a result, our immigrant community is terrified of reporting when they are victims of a crime or involved in a minor incident such as a fender bender. Does JPD have any suggestions on how we can help reassure individuals that the Police Department is not I.C.E, and they should still feel comfortable reaching out if they have been a victim of a crime or need to report something. Chief Bos responded that JPD is here to serve Juneau. if someone, regardless of citizen status, is the victim of a crime, they have a lot of protections. JPD's job is to enforce those protections, and we encourage people to come forward and talk to us. JPD isn't mandated to report to the Department of Justice (DOJ) or I.C.E. an undocumented immigrant

that is a victim of a crime, so we encourage people to come talk to us. However, there may be individuals who have committed a crime and, through the arrest process, DOJ gets notified, and they could deport that individual from our community.

**G. STAFF REPORTS** - None

**H. COMMITTEE MEMBER COMMENTS**

Chair Kelly asked fellow HRC members if they would like to set quarterly updates from Police Chief Bos as part of the HRC agenda topics schedule. Committee members gave a resounding yes for quarterly updates; the next update will be at the May 18, 2026, Assembly HRC meeting.

**I. NEXT MEETING DATE** March 9, 2026 at 5pm

**J. ADJOURNMENT**

With no further business to come before the committee, meeting adjourned at 6:00 p.m.

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#### 44.05.060 Personnel board.

- (a) *Board established.* There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered three-year terms. No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee.
- (b) *Qualifications.* Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).
- (c) *Meeting procedure.* The personnel board shall conduct its business, including notice, meetings and hearings, in accordance with the personnel rules.
- (d) *Responsibilities.* The personnel board shall hold meetings, conduct hearings, and issue findings and conclusions in employee appeals as provided in the personnel rules. The personnel board may order reinstatement, or the payment of back pay for an employee, or take other action as appropriate. The personnel board may not order the payment of attorneys' fees or costs for either party to an appeal, or the payment of damages, either compensatory, punitive, medical, therapeutic, or otherwise, to an employee. The personnel board may from time to time review and make recommendations to the manager on the personnel rules and amendments to the rules.
- (e) *Organization, quorum, and rules of order.* The personnel board shall each year appoint from its membership a chair and a vice-chair. Three members of the personnel board shall constitute a quorum and the concurrence of three members shall be necessary for action. Meetings of the personnel board shall be conducted according to Robert's Rules of Order, Newly Revised, provided motions need not be seconded.
- (f) *Assistance and personnel costs.* Staff support and assistance to the personnel board shall be provided by the human resources director and the municipal clerk as available and appropriate. Staff costs of the personnel board are to be borne by the City and Borough. Nonstaff costs in specific collective bargaining disputes for matters such as mediation and factfinding are to be borne equally by the parties to the dispute. For the purpose of this section, "staff costs" are those costs of consultants, subject to budgetary and funding limitations, and those costs necessary to pay the salaries of City and Borough employees who normally serve as staff to the personnel board and to supply those employees with normal overhead support.
- (g) *Duties of the personnel board.* In addition to other duties imposed on the board, it shall administer the policy established by chapter 44.10, entitled "Labor Relations," and shall have duties which shall include:
  - (1) Determining the units appropriate for collective bargaining;
  - (2) Certifying or decertifying of employee organizations as exclusive representatives;
  - (3) Conducting representation elections;
  - (4) Resolving disputes, including mediation and fact-finding;
  - (5) Determining the extent of and remedy for unfair labor practices.

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- (h) *Labor relations policies.* The personnel board may conduct hearings, issue cease and desist orders, conduct elections and take affirmative action to effectuate the policies of chapter 44.10.
  - (i) *Rules and regulations.* The personnel board shall propose to the assembly rules and regulations, and amendments thereto, as may be necessary to effectuate the purposes of chapter 44.10. Upon receipt of such recommendations, the assembly may by resolution approve, disapprove, or modify such proposed rules, regulations, or amendments thereto.

(Serial No. 91-14, § 2, 1991; Serial No. 94-12, § 4, 1994; Serial No. 2004-08, § 5, 3-22-2004; Serial No. 2006-30, § 4, 9-11-2006, eff. 10-12-2006; Serial No. 2011-03(c), § 2, 2-28-2011, eff. 3-31-2011)

Charter reference(s)—Personnel board, § 3.14.

**From:** [Trenton English](#)  
**To:** [Di Cathcart](#); [Dallas Hargrave](#); [Nadine Lefebvre](#); [Trenton English](#)  
**Subject:** RE: CBJ Personnel Board Reappointment & Appointment to Labor Seats - On March 9 Assembly HRC Agenda  
**Date:** Monday, February 2, 2026 7:47:25 AM  
**Attachments:** [image001.png](#)

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EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hi DI,

Miguel Rohrbacher will be submitting a board application soon to fill the vacancy created by Cindy's departure. You should be receiving it shortly.

Both Miguel and Nadine have the full support of the Juneau Central Labor Council. Thank you for your time and attention to this matter.

Best regards,

**Trenton English**  
**Laborers Local 942**

Business Rep.

[tenglish@local942.net](mailto:tenglish@local942.net)

907-586-2860

**LIUNA!**

Laborers' International Union of North America

**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Saturday, January 17, 2026 12:04:43 PM

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**EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS**

<b>Name</b>
Nadine Lefebvre
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Same as Residence
<b>Primary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Personnel Board
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
I am just completing my first term of service on the CBJ Personnel Board and am seeking reappointment at this time.
<b>Reasons for Wanting to Serve</b>
While I was a State of Alaska employee (2001-2020), I was a member of a public employee labor union covered by a Collective Bargaining Agreement. I studied and learned about my CBA to become an effective shop steward and contract negotiator. These skills and experiences can make me an effective participant for fairness and equity in the CBJ personnel hearing process.
<b>Experience/Professional Expertise/Education</b>
Juneau Economic Development Council, Labor Seat 1 term Juneau Central Labor Council, Alaska AFL-CIO, President 2015-2020 Alaska State Employees Association Executive Board Member 2014-2020 Alaska State Employees Association Contract Negotiation Team - three contracts
<b>Civic Activities, Memberships or Non-profits Involved With</b>
AARP Juneau Garden Club AFSCME Retirees Local 52 Retired Public Employee Association

**Date of Birth**

[REDACTED]

**Ethnicity**

Caucasian

**Gender**

Woman

**Acknowledgement/Certification**

Nadine Lefebvre

**From:** [domadmin@juneau.org](mailto:domadmin@juneau.org)  
**To:** [CBJ Boards; Di Cathcart](#)  
**Subject:** New submission from CBJ Board Application  
**Date:** Wednesday, February 4, 2026 12:23:48 PM

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**EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS**

<b>Name</b>
Miguel Rohrbacher
<b>Residence Address</b>
[REDACTED]
<b>Mailing Address</b>
Same as Residence
<b>Primary Phone</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Board, Commission, Committee</b>
Personnel Board
<b>Current of Prior Experience on CBJ Boards/Commissions/Committees</b>
I have not served on a CBJ Board, Commission, or Committee prior to this application.
<b>Reasons for Wanting to Serve</b>
<p>I wish to serve on the City and Borough of Juneau Personnel Board in the Labor Seat because I believe a fair, transparent, and well-functioning personnel system is essential to a strong local government and a healthy workplace culture. As a lifelong community member, I feel strongly that I have a responsibility to contribute to Juneau's future positively.</p> <p>Through my work experience and participation in labor relations both from the employer and employee side I am uniquely qualified to serve on the Personnel Board. I would be able to contribute thoughtful, impartial judgment on matters that directly affect employees and, in turn, the quality of services provided to the community, particularly at this juncture where the City faces significant revenue constraints.</p> <p>I value due process, clear policy, the application of law, and respectful dialogue, and I am committed to approaching each issue with integrity, confidentiality, and attention to detail. As a Juneau community member, I see this role as an opportunity to give back by helping ensure personnel decisions are consistent, fair, and in accordance with City and Borough ordinance, and State Statute, as well as aligned with the City and Borough's values and long-term goals.</p>
<b>Experience/Professional Expertise/Education</b>
I have a bachelors degree in Social Science from the University of Alaska Southeast (2018).

I have worked as an Organizer and Legislative Liaison with the Alaska Public Employees Association/AFT since March 1 2020. In that role I work with 24 local unions around the state including local government unions, including workforces in the jurisdiction of the Public Employee Relations Act, and the jurisdiction of municipally developed labor ordinances like CBJ. My work includes research and advocacy on issues including wages, benefits, working conditions, and the fair application of collective bargaining agreements. Prior to my service at APEA, I worked for the State Division of Personnel and Labor Relations from 2018-2020 in the Classification Sector. I have received continuing education at workshops from the American Federation of Teachers, as well as the International Brotherhood of Electrical workers regarding employee relations and the application of State and Federal Labor Law.

In addition to my professional role on staff with the union, I am a IBEW Local 1547 Shop Steward as a representative of my co-workers within our staff bargaining unit.

**Civic Activities, Memberships or Non-profits Involved With**

Member IBEW 1547  
Current Volunteer, and former Vice President of the Alaska Folk Festival.  
Steering Committee Member, AFL-CIO AAA Labor Candidate Program  
Juneau Central Labor Council Volunteer

**Meeting Schedule and Attendance**

I am aware of the schedule, and requirements of the position

**Date of Birth**

██████████

**Ethnicity**

Hispanic

**Gender**

Male

**Acknowledgement/Certification**

Miguel Gonzales Rohrbacher

**December 2, 2025**

**Juneau Assembly Members**

City and Borough of Juneau  
155 Heritage Way  
Juneau, Alaska 99801

Dear Mayor Weldon and Assembly Members:

On behalf of the Juneau Human Rights Commission (JHRC), we are pleased to submit the accompanying resolution, “**A Resolution Encouraging Increased Engagement in CBJ Boards, Committees, and Commissions.**” This resolution proposes practical measures to increase and strengthen participation, representation, and civic involvement within our community.

As of January 2025, CBJ maintains 26 boards, committees, and commissions, with 33 open seats. These groups provide essential public input, and ensure municipal decisions reflect the diverse needs of Juneau residents. Increased engagement means effective, inclusive local governance.

A core element of the resolution focuses on encouraging **employer-supported civic participation**. A well-established civic precedent: **jury duty**, employers across Alaska and the nation routinely provide employees the necessary time to participate in the judicial process. This practice is widely understood as a civic responsibility essential to the functioning of democracy.

This precedent offers a compelling model for broader forms of public service. When employers support employee involvement in these roles, the entire community benefits. Encouraging similar accommodations for service on CBJ boards, committees, and commissions is a logical and practical extension of a civic norm we already uphold.

The JHRC respectfully requests that the Assembly review and consider the adoption of this resolution.

Thank you for your attention and for your commitment to strengthening civic participation in the City and Borough of Juneau.

Sincerely,

**Haifa Foroughi**

Chair, Juneau Human Rights Commission

# CITY AND BOROUGH OF JUNEAU, ALASKA

## JUNEAU HUMAN RIGHTS COMMISSION

Resolution No. \_\_\_\_\_

### **A Resolution Encouraging Increased Engagement in CBJ Boards, Committees, and Commissions**

**WHEREAS**, civic engagement is a fundamental tenet of democracy and contributes to the vibrancy, resilience, and well-being of the community; and

**WHEREAS**, as of January 6, 2025, the City and Borough of Juneau (CBJ) maintains 26 boards, committees, and commissions, collectively carrying 33 vacancies; and

**WHEREAS**, CBJ boards, committees, and commissions play an essential role in advising local government, shaping policy, and informing the municipal decision-making process; and

**WHEREAS**, employers who allow or encourage employees to serve on CBJ boards, committees, and commissions during work hours help foster civic responsibility, community involvement, and professional growth; and

**WHEREAS**, employers who support such participation benefit from strengthened community ties, improved employee engagement, and a positive reputation for social responsibility; and

**WHEREAS**, participation in public service enhances employees' leadership, communication, and problem-solving skills, which in turn benefits their organizations and the broader community;

---

**NOW, THEREFORE, BE IT RESOLVED that the City and Borough of Juneau shall explore and consider implementing practices that encourage broad and diverse participation on CBJ boards, committees, and commissions, including but not limited to:**

1. Establishing clear and consistent funding to support the effective operation of CBJ boards, committees, and commissions;
2. Identifying, articulating, and communicating both tangible and intangible benefits of service to prospective members;
3. Establishing processes to actively invite and recruit individuals from underrepresented groups;

4. Improving and maintaining an accessible online presence with current and comprehensive information for all CBJ boards, committees, and commissions;
  5. Developing and executing a public-facing media and outreach campaign highlighting the opportunities and benefits associated with civic participation.
- 

**BE IT FURTHER RESOLVED that the City and Borough of Juneau encourages local employers to develop and implement policies that allow employees to participate in CBJ boards, committees, and commissions during work hours;**

**BE IT FURTHER RESOLVED that such participation should be coordinated transparently between employees and supervisors to ensure workplace responsibilities are met while supporting civic engagement;**

**BE IT FURTHER RESOLVED that the City and Borough of Juneau will provide training, guidance, and resources to prepare community members for effective and meaningful service on CBJ boards, committees, and commissions;**

**BE IT FURTHER RESOLVED that the City and Borough of Juneau will recognize and promote organizations that encourage employee involvement in local boards, committees, and commissions as models of community engagement and civic stewardship.**

---

**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2025, by the **Juneau Human Rights Commission** for submission to the **City and Borough of Juneau Assembly**, affirming a shared commitment to fostering active civic participation and community service.

Presented by: Assemblymember Brooks  
Presented:  
Drafted by: Law

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2  
3  
4

5                   **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

6                                   **Serial No. XXXX vHRC**

7                   **A Resolution Repealing and Reestablishing the Assembly Rules of**  
8                   **Procedure.**  
9

10           WHEREAS, the Assembly relies on its committees to generate, review, and mature  
11 policies for later consideration by the Assembly, including committees that include all nine  
12 Assemblymembers; and  
13

14           WHEREAS, City and Borough of Juneau Charter 5.3(a) requires public comment  
15 opportunities when an ordinance is up for public hearing, which can be late in the  
16 development of a policy and public comment can enlighten a policy issue that necessitates  
17 amendments or renewal of previously decided motions without going through the  
18 cumbersome process to suspend the Assembly Rules or other procedural escape valves; and  
19

20           WHEREAS, upon balancing the timing of public comment and the Assembly's scarce  
21 meeting time, the Assembly amends the Assembly Rules of Order to maximize public  
22 engagement, public body deliberations, and meeting efficiency.  
23

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

25  
26           **Section 1. Rules of Procedure.** The following rules of procedure are adopted:  
27

28           **RULE 1. AGENDA.**

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

- 30           I. Call to Order
- 31           II. Flag Salute
- 32           III. Land Acknowledgment
- 33           IV. Roll Call
- 34           V. Special Order of Business
- 35           VI. Approval of Minutes
- 36           VII. Manager's Requests for Agenda Changes
- 37           VIII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20
- 38                   Minutes, Nor More than Three Minutes for Any Individual)
- 39           IX. Consent Agenda

**REDLINE VERSION**

- 40                   A. Public Requests for Consent Agenda Changes, Other than Ordinances
- 41                   for Introduction
- 42                   B. Assembly Requests for Consent Agenda Changes
- 43                   C. Assembly Action
- 44           X. Ordinances for Public Hearing
- 45                   A. Administrative or Committee Reports
- 46                   B. Public Hearing
- 47                   C. Assembly Action
- 48           XI. Unfinished Business
- 49                   A. Administrative or Committee Reports
- 50                   B. Public Hearing
- 51                   C. Assembly Action
- 52                   D. Potential Issues for Reconsideration
- 53           XII. New Business
- 54                   A. Administrative or Committee Reports
- 55                   B. Public Hearing
- 56                   C. Assembly Action
- 57           XIII. Staff Reports
- 58           XIV. Assembly Reports
- 59                   A. Mayor's Report
- 60                   B. Committee, Liaison Reports, Assemblymember Comments and
- 61                   Questions
- 62                   C. Presiding Officer Reports
- 63           XV. Continuation of Public Participation on Public Participation on Non-agenda
- 64                   Items
- 65           XVI. Executive Session
- 66           XVII. Supplemental Materials
- 67           XVIII. Adjournment

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

- 72           C. Consent Agenda. The Manager shall include under the consent agenda:
- 73                   1. Ordinances for introduction;
  - 74                   2. Resolutions;
  - 75                   3. Bid awards requiring Assembly concurrence; and
  - 76                   4. Other items requiring Assembly action which do not involve substantial public
  - 77                   policy questions.

78 The Manager shall include with the agenda such supplemental material or reports as may  
79 be necessary to explain each item on the consent agenda and shall include a specific  
80 recommendation for Assembly action on each item. Material, reports, and recommendations  
81 submitted in writing to each member present and which are available for public inspection  
82 prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the

**REDLINE VERSION**

83 Manager’s recommendation on each consent agenda item adopted. Upon adoption of a  
84 motion to adopt the consent agenda, all consent agenda items subject to the motion are  
85 adopted as recommended by the Manager. The motion to adopt may not be amended;  
86 provided, upon the request of any member, an item on the consent agenda shall be removed  
87 from the consent agenda and placed under the appropriate regular agenda item for  
88 Assembly action. A notice or motion for reconsideration or a motion to rescind a consent  
89 agenda motion shall contain reference to the specific consent agenda item which is the  
90 subject of the notice or motion and only that item shall be affected by the notice or motion.

91

92 **RULE 2. MEETINGS.**

93 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 6:00  
94 p.m. according to a schedule approved by the Assembly and published by the Clerk’s office.  
95 The Assembly may by motion or otherwise change the date of a meeting as may be  
96 necessary or convenient.

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

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

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

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

113

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

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

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

123

**REDLINE VERSION**

124 **RULE 4. LEGISLATION.**

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

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

137 B. Procedure. Upon presentation of an ordinance, any member may move that it be

138 introduced and set for public hearing, referred to committee, deferred, or rejected as

139 provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall

140 refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a

141 majority vote of the members of the Assembly. If the motion is for introduction, the motion

142 shall set a date for the public hearing. All such motions may be amended.

143

144 **RULE 5. COMMITTEES.**

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

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

152 Any member of the Assembly may sit with any committee at all times; such member shall

153 have the right to participate in committee discussion except that members of the committee

154 shall have priority in obtaining the floor and only committee members may vote. ~~Standing~~

155 ~~committee meetings are work sessions without public testimony unless otherwise noticed at~~

156 ~~the time of packet publication, or earlier, by the committee chair. Reasonable opportunity~~

157 ~~for the public to be heard may be allowed at committee meetings at the discretion of the~~

158 ~~chair or by a vote of the majority of the members as designated below.~~

159 B. Special Committees. The Assembly shall have such special committees as may be

160 considered necessary. Special committees automatically terminate upon completion of the

161 committee's assignment.

- 162 C. Selection, Process, and Duties of Committees of the Assembly.
- 163 1. Standing Committees.
- 164 (a) With the exception of the Committee of the Whole, the Finance Committee,  
165 and the Human Resources Committee in proceedings pursuant to Rule  
166 5(C)(2)(f), there shall be not more than four Assemblymembers appointed  
167 to each standing committee of the Assembly. Each Assemblymember will  
168 be appointed to at least one, but not more than three, standing committees,  
169 in addition to the Finance Committee and the Committee of the Whole.
- 170 (b) Nominations for standing committee appointments and for the position of  
171 chair of each such committee shall be made by the Mayor, and shall be  
172 subject to ratification by the Assembly. In making nominations for  
173 committee appointments, the Mayor shall strive to ensure, to the extent  
174 reasonably possible, that there is a balance and diversity of opinion,  
175 viewpoints, and perspective among the Assemblymembers nominated for  
176 committee membership, and that there is at least one Assemblymember  
177 nominated for appointment to each committee who has expertise in the  
178 areas assigned to the committee.
- 179 (c) Each year following the regular municipal election, all Assemblymembers  
180 will be given an opportunity to indicate in writing which of the standing  
181 committees they request to serve on. At least two of the nominations for  
182 appointment for each standing committee shall be made from those  
183 Assemblymembers, if any, who have requested to serve on the committee  
184 for which the appointments are to be made. The nomination for  
185 membership and chair positions shall be made by the Mayor and ratified by  
186 the Assembly within seven days of the second meeting after the  
187 certification of the regular municipal election each year. All committee  
188 members shall be appointed to serve for a term expiring upon ratification  
189 by the Assembly of the committee appointments following the next regular  
190 municipal election. All committee members serve at the pleasure of the  
191 Assembly.
- 192 (d) A standing committee may at the call of its chair or the vote of its  
193 membership take up any matter within the scope of its charge established  
194 by these rules and not pending as legislation authorized by the Assembly.  
195 Matters not within the scope of any standing committee, or within the  
196 scope of more than one standing committee shall be assigned by the Mayor.
- 197 (e) Each committee shall refer information to and coordinate activities with  
198 other appropriate committees. Issues referred to another committee and  
199 any directions to the Manager must have the concurrence of a majority of  
200 the committee members.
- 201 2. Human Resources Committee. The Human Resources Committee may take up  
202 issues relating to the health and well-being of Juneau citizens and their  
203 participation in local government. The duties of the Human Resources  
204 Committee shall include:

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- 205 (a) Nominating citizens to all CBJ boards and commissions. Appointment to  
206 such bodies shall be made by the full Assembly;
- 207 (b) Making recommendations to the full Assembly regarding the issuance,  
208 renewal or transfer of liquor licenses, restaurant designation permits, and  
209 marijuana licenses;
- 210 (c) Reviewing and proposing amendments to these rules;
- 211 (d) Reserved.
- 212 (e) Reserved.
- 213 (f) Membership for Certain Appointments. The full Human Resources  
214 Committee shall meet as needed to recommend appointments to the  
215 Planning Commission, the Hospital Board, the Ski Area Board, the Docks  
216 and Harbors Board, and the Airport Board. The Mayor and all  
217 Assemblymembers shall serve as members of the full Committee and the  
218 Human Resources chair shall serve as chair at these meetings.
- 219 3. Finance Committee. The Finance Committee may take up issues relevant to  
220 the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as  
221 members of the Finance Committee. [Public testimony is permitted by call of the](#)  
222 [chair at least 24 hours in advance of the meeting or by a vote of the majority of](#)  
223 [the board after a motion for an agenda change is made by a member present at](#)  
224 [the meeting. Public testimony may be limited to a total time designated by the](#)  
225 [chair.](#)
- 226 The duties of the Finance Committee shall include:
- 227 (a) Review of the Manager's proposed budget and recommendations to the  
228 Assembly for a final budget;
- 229 (b) Review of the fiscal policies of the CBJ as deemed necessary by the  
230 committee.
- 231 4. Committee of the Whole. The Committee of the Whole may take up those issues  
232 within the jurisdiction of multiple committees and those warranting detailed  
233 review prior to consideration by the Assembly. The Mayor and all  
234 Assemblymembers shall serve as members of the Committee of the Whole.  
235 Generally, the rules of the Assembly shall be followed in the Committee of the  
236 Whole, provided that, at the discretion of the chair, the rules may be relaxed  
237 and the rules relating to participation by the presiding officer and the number  
238 of times a member may speak shall not be in effect unless otherwise ordered by  
239 a majority of the committee. In preparing the committee agenda the chair shall  
240 consult with the Mayor. [Public testimony is permitted by call of the chair at](#)  
241 [least 24 hours in advance of the meeting or by a vote of the majority of the](#)  
242 [board after a motion for an agenda change is made by a member present at the](#)  
243 [meeting. Public testimony may be limited to a total time designated by the](#)  
244 [chair.](#)
- 245 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,  
246 and Economic Development Committee may take up issues relevant to the

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- 247 lands, housing, economic development, water or air within the City and  
248 Borough. The duties of the Lands, Housing, and Economic Development  
249 Committee shall include recommendations to the Assembly regarding:
- 250 (a) The preparation and revision of a land management plan and the  
251 acquisition and disposal of CBJ lands;
- 252 (b) The administration of the lands fund and the mineral holdings of the CBJ;
- 253 (c) Implementation of the Long Range Waterfront Development Plan, and  
254 issues relating to use and development of the CBJ waterfront;
- 255 (d) Promotion of improved housing availability in the City and Borough; and  
256 (e) Promotion of a vibrant and diverse local economy.
- 257 6. Public Works and Facilities Committee. The PWFC may take up issues  
258 relevant to the infrastructure of CBJ, including transportation and utilities.  
259 The duties of the PWFC shall include:
- 260 (a) Making recommendations to the Assembly regarding the capital  
261 improvement program required by Charter section 9.2 and other capital  
262 improvement plans and lists;
- 263 (b) Advising each newly elected Assembly of unfinished capital projects to be  
264 continued;
- 265 (c) Making recommendations to the Assembly regarding the preparation and  
266 revision of an areawide transportation plan;
- 267 (d) Making recommendations related to energy efficiency, renewable resources,  
268 waste reduction and recycling, global warming, and green building.
- 269 7. Special Committees. Nominations for special committee appointments and the  
270 chair position of each special committee shall be made by the Mayor, and shall  
271 be subject to ratification by the Assembly. In making nominations for special  
272 committee appointments, the Mayor shall strive to ensure, to the extent  
273 reasonably possible, that there is a balance of opinion, viewpoints, and  
274 perspective among the Assemblymembers nominated for committee  
275 membership, and that there is at least one Assemblymember nominated for  
276 appointment to each such committee who has expertise in the areas assigned to  
277 the committee. All members shall serve at the pleasure of the Assembly.
- 278 D. Scope of Committees. Committees, including the Committee of the Whole and the  
279 Finance Committee, are empowered to only make recommendations. No vote taken at an  
280 Assembly committee, including at the Committee of the Whole or at the Finance Committee,  
281 is binding on the Assembly. At the Assembly, an Assemblymember is free to move the  
282 Assembly to amend a prior adopted motion and renew a failed motion from a committee, and  
283 such motions can pass by five votes in favor.
- 284 E. Quorum of Committees. For the Committee of the Whole and the Finance  
285 Committee, a majority of the membership shall constitute a quorum. For committees with  
286 seven or eight members, four of the membership shall constitute a quorum, for committees  
287 with four, five, or six members, three of the membership shall constitute a quorum.

**REDLINE VERSION**

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

290 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the  
291 Assembly for approval. Any board liaison to an Assembly committee should sit with the  
292 committee at all times. A board liaison may have the right to participate in committee  
293 discussions at the pleasure of the chair of the Assembly committee except that Assembly  
294 members of the committee shall have priority in obtaining the floor. Only Assembly  
295 members on the committee may vote.

296

297

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

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

300

Planning Commission

301

Hospital Board

302

Docks and Harbors Board

303

Airport Board

304

School Board

305

Ski Area Board

306

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities  
307 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.

316

317

318

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.

319

320

**RULE 7. DEBATE.**

321

322

323

324

325

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.

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

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

334

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

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

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

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

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

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

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

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

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

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

**REDLINE VERSION**

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

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

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

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

375 M. There shall be an opportunity for public participation on non-agenda items at each  
376 regular meeting of the Assembly. Such public participation shall be limited to no more than  
377 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed  
378 three minutes. Assemblymembers may ask questions of the speaker but should not  
379 deliberate at that time on matters raised or answer questions directed to the members.

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

384 O. Reasonable accommodations are available upon request. To the extent allowed by  
385 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a  
386 disability wishing to provide oral public testimony should advise the Municipal Clerk.  
387 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so  
388 arrangements can be made if other accommodation requests like closed captioning or sign  
389 language interpreter services are desired. The Clerk's office telephone number is 586-5278,  
390 TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

391

392 **RULE 9. MOTIONS.**

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

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

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

- 397 1. Fix time to adjourn
- 398 2. Give notice of reconsideration
- 399 3. Adjourn
- 400 4. Recess
- 401 5. Question of privilege of the body
- 402 6. Question of personal privilege

403

404 **RULE 10. CLERICAL ERRORS.**

**REDLINE VERSION**

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

408

409 **RULE 11. VOTE REQUIRED.**

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

413 A. Limiting, extending, or closing debates

414 B. Suspension of the rules

415 C. Setting of or postponement of special orders

416 D. Objection to consideration of question

417 E. Motion for immediate vote (previous question)

418 F. Rescind

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

421

422 **RULE 12. PARLIAMENTARIAN.**

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

425

426 **RULE 13. SESSIONS.**

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

429

430 **RULE 14. PUBLIC PARTICIPATION.**

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

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

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

435 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-  
436 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public  
437 participation—including by named parties—is authorized to aid the body in  
438 deciding whether to accept an appeal, but public participation—including by  
439 parties—is prohibited after the body makes the acceptance decision. This limited  
440 public participation rule is necessary to protect the due process rights of the  
441 parties.

442

**REDLINE VERSION**

443 B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body  
444 may authorize public participation ~~on a specific agenda item~~ when in the best interest of the  
445 community. Public testimony may be limited to a total time designated by the chair.  
446

447 C. Public participation shall be permitted on a motion to recess into executive session  
448 prior to the vote on such a motion.  
449

450 D. When public participation is provided, public participation is confined to that agenda  
451 item. No person except a member or the Manager may participate in Assembly proceedings  
452 except as provided in the agenda item for public participation. However, the Attorney or  
453 Municipal Clerk may comment on professional or procedural aspects.  
454

455 **RULE 15. RECONSIDERATION.**

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

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

461 C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all  
462 action on the subject of the notice until a motion for reconsideration is made and acted upon  
463 or until the time within which the motion for reconsideration may be made and acted upon  
464 has expired.

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

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

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

474 G. Effect. A motion for reconsideration completely cancels the previous vote on the  
475 question to be reconsidered as though the previous vote had never been taken.  
476

477 **RULE 16. REMOTE PARTICIPATION.**

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

481 A. A member may participate remotely in an Assembly meeting, or an Assembly  
482 Committee meeting, if the member declares that circumstances prevent physical attendance  
483 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall

**REDLINE VERSION**

484 preside. If a committee chair chooses to participate remotely, they should designate an  
485 alternative committee member to chair the meeting unless the entire meeting is held  
486 remotely.

487 B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

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

**REDLINE VERSION**

- 525 i. Assembly
- 526 ii. Assembly Standing Committees
- 527 iii. Planning Commission
- 528 iv. Hospital Board
- 529 v. Docks and Harbors Board
- 530 vi. Airport Board
- 531 vii. Ski Area Board
- 532 viii. Systemic Racism Review Committee

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

537

538 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

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

542

543 **Section 2. Repeal of Resolutions.** Resolution No. 2986 and Resolution No. 4024  
544 are repealed.

545 **Section 3. Effective Date.** This resolution shall be effective immediately after its  
546 adoption.

547

548 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

549

550

551

\_\_\_\_\_  
Beth A. Weldon, Mayor

552 Attest:

553

554

555

556 \_\_\_\_\_  
Breckan L. Hendricks, Municipal Clerk

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

**Serial No. XXXX vHRC**

**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, 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

WHEREAS, upon balancing the timing of public comment and the Assembly's scarce meeting time, the Assembly amends the Assembly Rules of Order to maximize public engagement, public body deliberations, and meeting efficiency.

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

- 40                   A. Public Requests for Consent Agenda Changes, Other than Ordinances
- 41                   for Introduction
- 42                   B. Assembly Requests for Consent Agenda Changes
- 43                   C. Assembly Action
- 44           X. Ordinances for Public Hearing
- 45                   A. Administrative or Committee Reports
- 46                   B. Public Hearing
- 47                   C. Assembly Action
- 48           XI. Unfinished Business
- 49                   A. Administrative or Committee Reports
- 50                   B. Public Hearing
- 51                   C. Assembly Action
- 52                   D. Potential Issues for Reconsideration
- 53           XII. New Business
- 54                   A. Administrative or Committee Reports
- 55                   B. Public Hearing
- 56                   C. Assembly Action
- 57           XIII. Staff Reports
- 58           XIV. Assembly Reports
- 59                   A. Mayor's Report
- 60                   B. Committee, Liaison Reports, Assemblymember Comments and
- 61                   Questions
- 62                   C. Presiding Officer Reports
- 63           XV. Continuation of Public Participation on Public Participation on Non-agenda
- 64                   Items
- 65           XVI. Executive Session
- 66           XVII. Supplemental Materials
- 67           XVIII. Adjournment

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

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

- 73                   1. Ordinances for introduction;
- 74                   2. Resolutions;
- 75                   3. Bid awards requiring Assembly concurrence; and
- 76                   4. Other items requiring Assembly action which do not involve substantial public
- 77                   policy questions.

78           The Manager shall include with the agenda such supplemental material or reports as may  
79 be necessary to explain each item on the consent agenda and shall include a specific  
80 recommendation for Assembly action on each item. Material, reports, and recommendations  
81 submitted in writing to each member present and which are available for public inspection  
82 prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the

83 Manager's recommendation on each consent agenda item adopted. Upon adoption of a  
84 motion to adopt the consent agenda, all consent agenda items subject to the motion are  
85 adopted as recommended by the Manager. The motion to adopt may not be amended;  
86 provided, upon the request of any member, an item on the consent agenda shall be removed  
87 from the consent agenda and placed under the appropriate regular agenda item for  
88 Assembly action. A notice or motion for reconsideration or a motion to rescind a consent  
89 agenda motion shall contain reference to the specific consent agenda item which is the  
90 subject of the notice or motion and only that item shall be affected by the notice or motion.

91

92 **RULE 2. MEETINGS.**

93 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 6:00  
94 p.m. according to a schedule approved by the Assembly and published by the Clerk's office.  
95 The Assembly may by motion or otherwise change the date of a meeting as may be  
96 necessary or convenient.

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

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

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

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

113

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

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

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

123

124 **RULE 4. LEGISLATION.**

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

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

137 B. Procedure. Upon presentation of an ordinance, any member may move that it be

138 introduced and set for public hearing, referred to committee, deferred, or rejected as

139 provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall

140 refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a

141 majority vote of the members of the Assembly. If the motion is for introduction, the motion

142 shall set a date for the public hearing. All such motions may be amended.

143

144 **RULE 5. COMMITTEES.**

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

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

152 Any member of the Assembly may sit with any committee at all times; such member shall

153 have the right to participate in committee discussion except that members of the committee

154 shall have priority in obtaining the floor and only committee members may vote. Reasonable

155 opportunity for the public to be heard may be allowed at committee meetings at the

156 discretion of the chair or by a vote of the majority of the members as designated below.

157 B. Special Committees. The Assembly shall have such special committees as may be

158 considered necessary. Special committees automatically terminate upon completion of the

159 committee's assignment.

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

- 161 1. Standing Committees.

- 162 (a) With the exception of the Committee of the Whole, the Finance Committee,  
163 and the Human Resources Committee in proceedings pursuant to Rule  
164 5(C)(2)(f), there shall be not more than four Assemblymembers appointed  
165 to each standing committee of the Assembly. Each Assemblymember will  
166 be appointed to at least one, but not more than three, standing committees,  
167 in addition to the Finance Committee and the Committee of the Whole.
- 168 (b) Nominations for standing committee appointments and for the position of  
169 chair of each such committee shall be made by the Mayor, and shall be  
170 subject to ratification by the Assembly. In making nominations for  
171 committee appointments, the Mayor shall strive to ensure, to the extent  
172 reasonably possible, that there is a balance and diversity of opinion,  
173 viewpoints, and perspective among the Assemblymembers nominated for  
174 committee membership, and that there is at least one Assemblymember  
175 nominated for appointment to each committee who has expertise in the  
176 areas assigned to the committee.
- 177 (c) Each year following the regular municipal election, all Assemblymembers  
178 will be given an opportunity to indicate in writing which of the standing  
179 committees they request to serve on. At least two of the nominations for  
180 appointment for each standing committee shall be made from those  
181 Assemblymembers, if any, who have requested to serve on the committee  
182 for which the appointments are to be made. The nomination for  
183 membership and chair positions shall be made by the Mayor and ratified by  
184 the Assembly within seven days of the second meeting after the  
185 certification of the regular municipal election each year. All committee  
186 members shall be appointed to serve for a term expiring upon ratification  
187 by the Assembly of the committee appointments following the next regular  
188 municipal election. All committee members serve at the pleasure of the  
189 Assembly.
- 190 (d) A standing committee may at the call of its chair or the vote of its  
191 membership take up any matter within the scope of its charge established  
192 by these rules and not pending as legislation authorized by the Assembly.  
193 Matters not within the scope of any standing committee, or within the  
194 scope of more than one standing committee shall be assigned by the Mayor.
- 195 (e) Each committee shall refer information to and coordinate activities with  
196 other appropriate committees. Issues referred to another committee and  
197 any directions to the Manager must have the concurrence of a majority of  
198 the committee members.
- 199 2. Human Resources Committee. The Human Resources Committee may take up  
200 issues relating to the health and well-being of Juneau citizens and their  
201 participation in local government. The duties of the Human Resources  
202 Committee shall include:
- 203 (a) Nominating citizens to all CBJ boards and commissions. Appointment to  
204 such bodies shall be made by the full Assembly;

- 205 (b) Making recommendations to the full Assembly regarding the issuance,  
 206 renewal or transfer of liquor licenses, restaurant designation permits, and  
 207 marijuana licenses;
- 208 (c) Reviewing and proposing amendments to these rules;
- 209 (d) Reserved.
- 210 (e) Reserved.
- 211 (f) Membership for Certain Appointments. The full Human Resources  
 212 Committee shall meet as needed to recommend appointments to the  
 213 Planning Commission, the Hospital Board, the Ski Area Board, the Docks  
 214 and Harbors Board, and the Airport Board. The Mayor and all  
 215 Assemblymembers shall serve as members of the full Committee and the  
 216 Human Resources chair shall serve as chair at these meetings.
- 217 3. Finance Committee. The Finance Committee may take up issues relevant to  
 218 the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as  
 219 members of the Finance Committee. Public testimony is permitted by call of the  
 220 chair at least 24 hours in advance of the meeting or by a vote of the majority of  
 221 the board after a motion for an agenda change is made by a member present at  
 222 the meeting. Public testimony may be limited to a total time designated by the  
 223 chair.
- 224 The duties of the Finance Committee shall include:
- 225 (a) Review of the Manager's proposed budget and recommendations to the  
 226 Assembly for a final budget;
- 227 (b) Review of the fiscal policies of the CBJ as deemed necessary by the  
 228 committee.
- 229 4. Committee of the Whole. The Committee of the Whole may take up those issues  
 230 within the jurisdiction of multiple committees and those warranting detailed  
 231 review prior to consideration by the Assembly. The Mayor and all  
 232 Assemblymembers shall serve as members of the Committee of the Whole.  
 233 Generally, the rules of the Assembly shall be followed in the Committee of the  
 234 Whole, provided that, at the discretion of the chair, the rules may be relaxed  
 235 and the rules relating to participation by the presiding officer and the number  
 236 of times a member may speak shall not be in effect unless otherwise ordered by  
 237 a majority of the committee. In preparing the committee agenda the chair shall  
 238 consult with the Mayor. Public testimony is permitted by call of the chair at  
 239 least 24 hours in advance of the meeting or by a vote of the majority of the  
 240 board after a motion for an agenda change is made by a member present at the  
 241 meeting. Public testimony may be limited to a total time designated by the  
 242 chair.
- 243 5. Lands, Housing, and Economic Development Committee. The Lands, Housing,  
 244 and Economic Development Committee may take up issues relevant to the  
 245 lands, housing, economic development, water or air within the City and

246 Borough. The duties of the Lands, Housing, and Economic Development  
247 Committee shall include recommendations to the Assembly regarding:

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

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

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

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

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

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

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

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

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

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

267 7. Special Committees. Nominations for special committee appointments and the  
268 chair position of each special committee shall be made by the Mayor, and shall  
269 be subject to ratification by the Assembly. In making nominations for special  
270 committee appointments, the Mayor shall strive to ensure, to the extent  
271 reasonably possible, that there is a balance of opinion, viewpoints, and  
272 perspective among the Assemblymembers nominated for committee  
273 membership, and that there is at least one Assemblymember nominated for  
274 appointment to each such committee who has expertise in the areas assigned to  
275 the committee. All members shall serve at the pleasure of the Assembly.

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

282 E. Quorum of Committees. For the Committee of the Whole and the Finance  
283 Committee, a majority of the membership shall constitute a quorum. For committees with  
284 seven or eight members, four of the membership shall constitute a quorum, for committees  
285 with four, five, or six members, three of the membership shall constitute a quorum.

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

288 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the  
289 Assembly for approval. Any board liaison to an Assembly committee should sit with the  
290 committee at all times. A board liaison may have the right to participate in committee  
291 discussions at the pleasure of the chair of the Assembly committee except that Assembly  
292 members of the committee shall have priority in obtaining the floor. Only Assembly  
293 members on the committee may vote.

294

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

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

- 298 Planning Commission
- 299 Hospital Board
- 300 Docks and Harbors Board
- 301 Airport Board
- 302 School Board
- 303 Ski Area Board

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

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

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

317

318 **RULE 7. DEBATE.**

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

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

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

332

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

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

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

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

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

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

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

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

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

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

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

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

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

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

373 M. There shall be an opportunity for public participation on non-agenda items at each  
374 regular meeting of the Assembly. Such public participation shall be limited to no more than  
375 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed  
376 three minutes. Assemblymembers may ask questions of the speaker but should not  
377 deliberate at that time on matters raised or answer questions directed to the members.

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

382 O. Reasonable accommodations are available upon request. To the extent allowed by  
383 law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a  
384 disability wishing to provide oral public testimony should advise the Municipal Clerk.  
385 Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so  
386 arrangements can be made if other accommodation requests like closed captioning or sign  
387 language interpreter services are desired. The Clerk's office telephone number is 586-5278,  
388 TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

389

390 **RULE 9. MOTIONS.**

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

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

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

- 395 1. Fix time to adjourn
- 396 2. Give notice of reconsideration
- 397 3. Adjourn
- 398 4. Recess
- 399 5. Question of privilege of the body
- 400 6. Question of personal privilege

401

402 **RULE 10. CLERICAL ERRORS.**

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

406

407 **RULE 11. VOTE REQUIRED.**

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

411 A. Limiting, extending, or closing debates

412 B. Suspension of the rules

413 C. Setting of or postponement of special orders

414 D. Objection to consideration of question

415 E. Motion for immediate vote (previous question)

416 F. Rescind

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

419

420 **RULE 12. PARLIAMENTARIAN.**

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

423

424 **RULE 13. SESSIONS.**

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

427

428 **RULE 14. PUBLIC PARTICIPATION.**

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

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

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

433 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-  
434 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public  
435 participation—including by named parties—is authorized to aid the body in  
436 deciding whether to accept an appeal, but public participation—including by  
437 parties—is prohibited after the body makes the acceptance decision. This limited  
438 public participation rule is necessary to protect the due process rights of the  
439 parties.

440

441 B. Despite the prohibitions in Rule 14.A, the committee chair or majority of the body  
442 may authorize public participation when in the best interest of the community. Public  
443 testimony may be limited to a total time designated by the chair.  
444

445 C. Public participation shall be permitted on a motion to recess into executive session  
446 prior to the vote on such a motion.  
447

448 D. When public participation is provided, public participation is confined to that agenda  
449 item. No person except a member or the Manager may participate in Assembly proceedings  
450 except as provided in the agenda item for public participation. However, the Attorney or  
451 Municipal Clerk may comment on professional or procedural aspects.  
452

453 **RULE 15. RECONSIDERATION.**

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

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

459 C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all  
460 action on the subject of the notice until a motion for reconsideration is made and acted upon  
461 or until the time within which the motion for reconsideration may be made and acted upon  
462 has expired.

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

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

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

472 G. Effect. A motion for reconsideration completely cancels the previous vote on the  
473 question to be reconsidered as though the previous vote had never been taken.  
474

475 **RULE 16. REMOTE PARTICIPATION.**

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

479 A. A member may participate remotely in an Assembly meeting, or an Assembly  
480 Committee meeting, if the member declares that circumstances prevent physical attendance  
481 at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall

482 preside. If a committee chair chooses to participate remotely, they should designate an  
483 alternative committee member to chair the meeting unless the entire meeting is held  
484 remotely.

485 B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

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

- 523 i. Assembly
- 524 ii. Assembly Standing Committees
- 525 iii. Planning Commission
- 526 iv. Hospital Board
- 527 v. Docks and Harbors Board
- 528 vi. Airport Board
- 529 vii. Ski Area Board
- 530 viii. Systemic Racism Review Committee

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

535

536 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

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

540

541 **Section 2. Repeal of Resolutions.** Resolution No. 2986 and Resolution No. 4024  
542 are repealed.

543 **Section 3. Effective Date.** This resolution shall be effective immediately after its  
544 adoption.

545

546 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

547

548

549

\_\_\_\_\_  
Beth A. Weldon, Mayor

550 Attest:

551

552

553

554 \_\_\_\_\_  
Breckan L. Hendricks, Municipal Clerk

Presented by: The Manager  
Introduced: 06/09/2014  
Drafted by: A. G. Mead

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

**Serial No. 2686**

**A Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards.**

WHEREAS, citizen advisory boards are an important community resource for the Assembly; and

WHEREAS, "Advisory Board" is a general term and includes those boards, commissions, and committees that only have the authority to advise or make recommendations to the Assembly, but that do not have the authority to establish policies or make decisions for the Assembly; and

WHEREAS, it is necessary for the orderly conduct of board business that policies and rules of procedure are adopted.

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. Membership.**

**A. Residence.** Members of Boards, Commissions or Committees shall be residents of the City and Borough of Juneau with special consideration to be made in certain instances to provide for necessary expertise as the need arises.

**B. Non-discrimination.** Unless otherwise required by federal or state programs, nominations to boards, commissions, or committees shall be made with due regard to talent, interest or requirements of code or ordinance, and without regard to race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap.

**C. Diversity.** Committee appointments shall reflect a membership appropriate for accomplishing the goals of the committee, and should include cultural, social, political, technical and economic viewpoints sufficient to ensure wide-ranging and active debate.

**D. Board Vacancies.** Candidates for nomination to vacancies on advisory boards shall be solicited from residents through appropriate public announcement of vacancies. Vacancies shall be announced for a period of at least ten days between the public announcement of a vacancy and the date on which nominations take place, unless the Assembly has determined that a lesser time is appropriate under the circumstances of a particular appointment. During such periods, residents may convey recommendations of candidates for nomination to vacancies to members of the Assembly or the Clerk's office.

**1. Definitions:**

a. "Advisory Board" is a general term and includes those bodies entitled "board," "committee," "commission," "council," or the like, and comprise a governmental body of the City and Borough of Juneau having authority only to advise the Assembly rather than to establish policies or make decisions for the Assembly.

b. "Vacancies" include vacancies in positions which have never been filled; vacancies caused by the vacation of a position by an incumbent for any reason prior to expiration of term of office; and vacancies which will occur at the expiration of an incumbent's term whether or not the incumbent has signified a desire to succeed himself or herself.

c. A vacancy on a City and Borough advisory board shall exist under the following conditions:

- (i) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- (ii) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- (iii) If a member submits his or her resignation to the Assembly;
- (iv) If a member is physically unable to attend board meetings for a period of more than 90 days; or
- (v) If a member misses more than 40 percent of the board meetings in a 12-month period.

The chair of the advisory board shall notify the Clerk's office of any vacancy on the board. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in this section.

## **Rule 2. Appointment Process.**

**A. Applications.** All new applications are kept on file with the Municipal Clerk's office for one year. In the event a vacancy occurs in the interim, the applicants will be contacted by the Clerk's office to determine if the applicant would like his or her application submitted for the vacant seat. Applications, except those of appointed board members, are purged after the one-year period has expired and applicants will need to reapply for future vacancies.

**B. Reappointment Of Committee Members.** Incumbent committee members may seek reappointment at the end of their term of office. Incumbent members will need to submit new applications to be considered in the same manner as all other applications. Factors considered in re-appointing incumbents are the enthusiasm of the individual, need for continuity, and the attendance record of the individual. Appointments and reappointments are based on merit, and incumbent members are not automatically reappointed.

**C. Terms.** Members of advisory boards shall be appointed for a term of three years unless otherwise specified in their governing legislation. The Assembly shall endeavor to make appointments during the month in which the terms expire, provided that a board member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has 6 months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. The members of the boards who are serving at the time of adoption of this resolution shall continue to serve the duration of their terms of office.

**Rule 3. Officers.** Officers of each board shall consist of a Chairperson, Secretary, Treasurer, and any other officers as the board may from time to time deem necessary. Officers shall be elected at the first regular meeting after which the regular annual appointments of board members are made by the Assembly. Each officer shall serve for a one-year term or until such time as offices become vacant. The advisory board shall elect one of its members as a Secretary to record, keep, and file with the Clerk minutes of all committee meetings.

**Rule 4. Staff Liaisons.** The Manager may appoint a staff member or members as appropriate or as requested by the Assembly to serve as a liaison to an advisory board. The Manager, at the time of appointment, will provide the staff liaison with a memo outlining the duties of the assignment. The role of the staff liaison is to serve as a link between the board and the City's departmental staff and the Assembly. Boards shall not direct the work of staff liaisons in their advisory role to the 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.

**Rule 5. Ad-Hoc Committees/Task Forces.** Ad-Hoc Committees shall be appointed by the Mayor to develop recommendations on a single issue. The appointment of members shall be accompanied by a memorandum outlining the committee's charge, defining the deliverables, and giving the sunset date of no more than two years from the date of appointment.

**Rule 6. Reports.** Advisory Boards shall report to the Assembly at least annually. Reports to the Assembly shall be approved by a majority vote of the board. Minority reports may accompany the report approved by the Majority. Each board shall submit to the Assembly a brief annual report setting forth the activities and accomplishments of the committee and the attendance record of each committee member during the preceding twelve months. The Assembly will strive to review each board's annual report at the same time it takes up the annual appointments of members. A representative of the board should be present at any Assembly or Assembly committee meeting at which the report is to be considered.

**Rule 7. Evaluation.** The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

**Rule 8. Removal.** Unless otherwise specifically provided, members of boards, committees and commissions which are created by non-code ordinances, resolutions or motion and are appointed by the assembly serve at the pleasure of the assembly and may be removed at any time by an affirmative vote of six members of the assembly.

**Rule 9. Procedure.** Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedure, as such may be amended from time to time.

**SECTION 2. REPEAL OF RESOLUTION.** Resolution 2662 is hereby repealed.

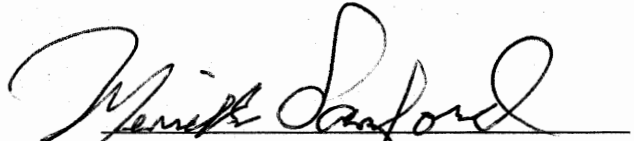
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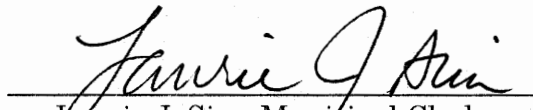
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**SECTION 3. EFFECTIVE DATE.** This resolution shall be effective immediately upon adoption.

Adopted this 9<sup>th</sup> day of June, 2014.

  
Merrill Sanford, Mayor

Attest:

  
Laurie J. Sica, Municipal Clerk

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

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 NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF  
49 JUNEAU, ALASKA:  
50

51 **Section 1. Rules of Procedure.** The following rules of procedure are adopted:  
52

53 **RULE 1. AGENDA.**

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

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

- 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.

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

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

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

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

138

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

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

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

148

149 **RULE 4. LEGISLATION.**

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

151 1. For presentation to the Assembly only

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

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

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

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

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

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

168  
169

**RULE 5. COMMITTEES.**

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

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

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

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

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

186 1. Standing Committees.

187 (a) With the exception of the Committee of the Whole, the Finance Committee,  
188 and the Human Resources Committee in proceedings pursuant to Rule  
189 5(C)(2)(f), there shall be not more than four Assemblymembers appointed  
190 to each standing committee of the Assembly. Each Assemblymember will  
191 be appointed to at least one, but not more than three, standing committees,  
192 in addition to the Finance Committee and the Committee of the Whole.

193 (b) Nominations for standing committee appointments and for the position of  
194 chair of each such committee shall be made by the Mayor, and shall be  
195 subject to ratification by the Assembly. In making nominations for  
196 committee appointments, the Mayor shall strive to ensure, to the extent  
197 reasonably possible, that there is a balance and diversity of opinion,  
198 viewpoints, and perspective among the Assemblymembers nominated for  
199 committee membership, and that there is at least one Assemblymember  
200 nominated for appointment to each committee who has expertise in the  
201 areas assigned to the committee.

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

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

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

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

250 4. Committee of the Whole. The Committee of the Whole may take up those issues  
251 within the jurisdiction of multiple committees and those warranting detailed  
252 review prior to consideration by the Assembly. The Mayor and all  
253 Assemblymembers shall serve as members of the Committee of the Whole.  
254 Generally, the rules of the Assembly shall be followed in the Committee of the  
255 Whole, provided that, at the discretion of the chair, the rules may be relaxed  
256 and the rules relating to participation by the presiding officer and the number  
257 of times a member may speak shall not be in effect unless otherwise ordered by  
258 a majority of the committee. In preparing the committee agenda the chair shall  
259 consult with the Mayor.

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

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

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

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

270 (d) Promotion of improved housing availability in the City and Borough; and  
271 (e) Promotion of a vibrant and diverse local economy.

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

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

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

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

282 (d) Making recommendations related to energy efficiency, renewable resources,  
283 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.

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

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

334

335 **RULE 7. DEBATE.**

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

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

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

349

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

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

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

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

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

- 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

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

406

407 **RULE 9. MOTIONS.**

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

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

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

412 1. Fix time to adjourn

413 2. Give notice of reconsideration

414 3. Adjourn

415 4. Recess

416 5. Question of privilege of the body

417 6. Question of personal privilege

418

419 **RULE 10. CLERICAL ERRORS.**

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

423

424 **RULE 11. VOTE REQUIRED.**

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

428 A. Limiting, extending, or closing debates

429 B. Suspension of the rules

430 C. Setting of or postponement of special orders

431 D. Objection to consideration of question

432 E. Motion for immediate vote (previous question)

433 F. Rescind

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

436

437           **RULE 12. PARLIAMENTARIAN.**

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

440

441           **RULE 13. SESSIONS.**

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

444

445           **RULE 14. PUBLIC PARTICIPATION.**

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

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

457

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

461

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

464

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

469

470           **RULE 15. RECONSIDERATION.**

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

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

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

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

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

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

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

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

491

492 **RULE 16. REMOTE PARTICIPATION.**

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

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

502 B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

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

- 540 i. Assembly
- 541 ii. Assembly Standing Committees
- 542 iii. Planning Commission
- 543 iv. Hospital Board
- 544 v. Docks and Harbors Board
- 545 vi. Airport Board
- 546 vii. Ski Area Board
- 547 viii. Systemic Racism Review Committee

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

552

### 553 **RULE 17. ADOPTION OF ROBERT’S RULES OF ORDER.**

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

557

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.  
563



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Beth A. Weldon, Mayor

564  
565  
566        Attest:



567  
568  
569  
570        Elizabeth J. McEwen, Municipal Clerk