



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

April 6, 2026 at 5:00 PM

Assembly Chambers/Zoom Webinar

<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. 2026-03-09 Assembly-HRC_Minutes - Draft

F. AGENDA TOPICS

1. **Systemic Racism Review Committee (SRRC) Appointment**

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](#)

Suggested Motion: by _____ that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of _____ to an unexpired term beginning immediately and ending June 30, 2028, and ask for unanimous consent.

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

This resolution was brought forward at the March 9, 2026 Assembly Human Resources Committee (HRC) by Assemblymember Brooks for discussion. There was a motion to keep this draft resolution in committee for discussion at a future HRC meeting.

3. Resolution 2686 Advisory Board Rules of Procedure — Updating Language on Serving Past Term End Date

Staff recommendations will be added to the packet as supplemental material by Monday morning 4/6.

G. STAFF REPORTS

1. Setting Tentative Dates for Empowered Board Interviews/Appointments

Recommend looking at June 10-11 as possible dates to hold interviews and appointments for the Airport, Docks & Harbors, and Eaglecrest Boards.

H. COMMITTEE MEMBER COMMENTS

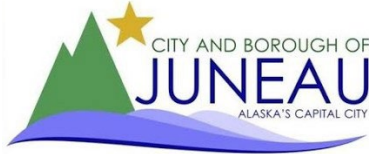
I. NEXT MEETING DATE May 18, 2026 at 5:00pm, Assembly Chambers/Zoom

J. SUPPLEMENTAL MATERIALS

1. 2026 Clerks Memo on Empowered Boards Terms and Appointments

K. 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.



ASSEMBLY HUMAN RESOURCES COMMITTEE

DRAFT - MINUTES

March 9, 2026 at 5:00 PM

Assembly Chambers/Zoom Webinar

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 Brooks

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: Mayor Beth Weldon, Deputy Municipal Clerk Di Cathcart, City Attorney Emily Wright, Deputy City Manager Robert Barr, and Meeting Tech Kevin Allen

D. APPROVAL OF AGENDA – agenda approved as presented

E. APPROVAL OF MINUTES – minutes approved as presented

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.

Personnel Board [Roster](#)

MOTION: by Assemblymember Woll 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 asked for unanimous consent. ***Hearing no objection, motion passed.***

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.

The committee discussed the Juneau Human Rights Commission draft resolution related to boards and committees. They agreed that it's an important topic and had some reservations about making the recommendations in the resolution too specific. Staff noted they would make some general amendments to have the resolution follow the current CBJ standard formatting and language for legislation.

Ms. Woll brought forward two amendments.

Amendment 1: Motion by Ms. Woll to direct the Law Department to draft a Resolution modeled after "*A Resolution Encouraging Increased Engagement in CBJ Boards, Committees, and Commissions*" and forward to the full Assembly with the following lines removed: 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.

and asked for unanimous consent. **Hearing no objection, Amendment 1 passed.**

Amendment 2: Motion by Ms. Woll to direct the Law Department to forward with the Resolution the associated letter authored by the Juneau Human Rights Commission, with an added addendum that reads:

The Human Rights Committee also recommends to the City and Borough of Juneau to 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.

and asked for unanimous consent. ***Hearing no objection, Amendment 2 passed.***

Amendment 3: Motion by Mr. Brooks to remove the last Be it further resolved clause [*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 commission as models of community engagement and civic stewardship*] and asked for unanimous consent. ***Hearing no objection, Amendment 3 passed.***

MOTION: by Mr. Brooks to forward the Juneau Human Rights Commission Resolution as amended to the Assembly Committee of the Whole for further discussion and asked for unanimous consent. ***Hearing no objection, motion passed.***

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.

Mr. Brooks spoke to his reason for bringing these proposed changes related to public testimony forward, which would allow for people to give public testimony during Committee of the Whole and Finance Committee meetings. He noted there are people that would like to give input during those meetings when there is discussion related to money or refining ideas. With the current environment and increased public interest, reverting that rule would allow for people to have more say on the record.

Ms. Woll said it looked like the proposed change would be that the Chair or a majority of committee members could, without public notice, allow for public testimony at their discretion, as opposed to opening up those meetings to public testimony. It would still be up to the Chair

or a majority of members, but it would be without public notice. She asked Mr. Brooks if he could speak to that since it seemed similar to how we do it now, except with less notice.

Mr. Brooks noted that to Assemblymember Woll's point, yes, the overall intention was for people to have a baseline opportunity at those committee meetings to give public testimony and put that opportunity back in the Chair's hand of calling for public testimony, or getting it back to its original reversion, and then see if it could be refined further.

Mayor Weldon joined the committee at the dais for the conversation related to proposed public testimony changes for Assembly Standing Committees.

Ms. Woll asked Ms. Wright to describe what the difference would be between what we do now and what we would do in the future if these changes were to pass.

Ms. Wright responded that, post-COVID, between 2021–2023, the change was made to the resolution to remove the specific language with regard to the 24-hour notice; Mr. Brooks's proposed language would directly go back to how it used to be. She gave the example of a Finance Committee meeting that would have allowed public testimony to be called by the Chair at least 24 hours in advance of the meeting, or by a vote of the majority of the committee after a motion is made, so if you had a ton of people show up, you could make a motion at the beginning of the meeting. Under Rule 14 in the current Resolution, the Assembly already has the ability for the Chair or a majority of the committee to authorize public participation on a specific agenda item when it's in the best interest of the community. The previous resolution language was broader and didn't require public testimony be held to only a specific agenda item. In general, you're still there, but broader language would give the idea that committees are not places where no testimony is taken and instead puts it back into the realm of possibilities. The Assembly could also go to something even broader and have testimony for 20 minutes at every meeting. However, that didn't seem to be what Mr. Brooks was proposing.

Ms. Woll, to follow up for clarity, currently the Chair has to give notice that public testimony will be taken on a specific agenda item at their committee meeting for public testimony to be allowed. If we made the proposed changes, then public testimony could be given on any topic. Also, if the majority of the committee wanted to allow public testimony now or in the future, they wouldn't have to notice it, they could just do it in the meeting and is that the case now and under these proposed changes.

Ms. Wright stated that Ms. Woll was correct, they could add back in the 24-hour notice for Committee of the Whole Worksessions and the Finance Committee, and that testimony wouldn't have to be on a specific agenda item. She noted that currently no advanced notice is necessary, the Chair could just say we're going to take testimony. There is also no notice necessary for the changes proposed by Mr. Brooks. However, when staff is given advanced notice, they update the agenda and publicly notice that the Chair is going to allow for public testimony on an agenda item.

Mr. Brooks clarified that language could be added that a Chair would always allow for public testimony, unless otherwise determined either by a majority vote of the committee or by a 24-hour notice, given that there wouldn't be public testimony taken during a meeting.

Mayor Weldon thanked Mr. Brooks for bringing this topic forward and wanted to add some clarification. One reason we had limited testimony and advanced notice was to create balance to hear from both sides of an issue, instead of everyone for or against something showing up to speak, and the other side isn't given that same chance. The other main reason was to have people register ahead of time when testifying over Zoom to avoid future Zoom bombing. The previous Zoom bombs were inappropriate and targeted our female assembly.

Ms. Hall asked Mr. Brooks if he was proposing that, by default, public testimony be taken at all Assembly Standing Committee meetings; and then the default would be 24-hour notice if testimony wasn't going to be taken. She stated this seemed confusing and didn't understand the need to do such a whole-scale change when people already have the opportunity to email, reach out by phone to call any of us, or meet in person.

Chair Kelly outlined Mr. Brooks's options regarding the draft resolution, move it out of the HRC to the Committee of the Whole, keep it in the HRC for more work or continue working on it independently until you want to bring it back for discussion.

Mr. Brooks responded that moving it onto the Committee of the Whole so more people could wordsmith on it would be good. His intent was, in the spirit of public engagement and notice, that, as it sits right now, no notice needs to be given for anything and that's not the most accessible opportunity for the community. So, letting people know that we will always take public testimony means that notice never needs to be given; notice is always there, and the only thing we need to give notice for is when a committee isn't going to take public testimony.

Mayor Weldon appreciated and understood why Mr. Brooks was bringing this forward. However, she wanted to remind the committee that work sessions are the one time the body can get together to talk through an idea. She noted that it wouldn't be pertinent to have public testimony at that time.

Ms. Wright commented that she felt like she'd heard a little bit more about what Mr. Brooks was requesting and would like to make some modifications to the language and bring it back to the committee for continued discussion.

MOTION: by Mr. Brooks to keep the draft resolution in committee to refine the wording with the attorney and asked for unanimous consent. ***Hearing no objection, motion passed.***

G. STAFF REPORTS - None

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.

MOTION: by Ms. Woll to direct staff to draft an amendment to the Advisory Rules or the Assembly Rules of Procedure that clearly defines what happens when there are vacancies on a board and someone is termed off; staff can make a recommendation to give us language to start working with, and the Assembly can then decide what we actually want to happen in that scenario. *Hearing no objection, motion passed.*

I. COMMITTEE MEMBER COMMENTS - None

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

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 5:40 p.m.

Presented by: The Manager
Presented: 03/20/2023
Drafted by: S. Layne

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2023-20(b)

An Ordinance Amending the Duties of the Systemic Racism Review Committee.

WHEREAS, discrimination based on race in institutional policies leads to systemic racism; and

WHEREAS, systemic racism creates disparities in the social and civic fabric of a community through legislation related to all aspects of society, including but not limited to education, criminal justice, employment, elections, housing, and political power; and

WHEREAS, systemic racism includes policies and practices that exist throughout a whole society or organization, including historical actions and practices, and that result in and support a continued unfair advantage to some people and unfair or harmful treatment of others based on race; and

WHEREAS, systemic racism is as overt and covert as individual racism and it has similar emotional, economic, physical, and liberty consequences though it may be harder for individuals to see even when revealed in disparities and data; and

WHEREAS, systemic racism is similar to disparate impact discrimination, which is generally defined as a facially neutral act, practice, or policy that has a significant discriminatory impact on a protected group; and

WHEREAS, the residents of Juneau and the Assembly benefit from having a systemic racism review committee that works with the Assembly to address systemic racism, including reviewing policies and procedures and reviewing legislation prior to public hearing and making recommendations to the Assembly; and

WHEREAS, the Assembly encourages racially diverse individuals to apply and encourages racial minority groups to nominate individuals to help advise the Assembly.

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

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Systemic Racism Review Committee Established.

(a) **Establishment.** There is established a Systemic Racism Review Committee consisting of seven individuals.

- (1) The Assembly shall appoint members of the Committee to staggered three-year terms. Members of the Committee shall serve at the pleasure of the Assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six 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. No member 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.
- (2) 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.

(b) **Duties.** The Committee is charged with:

- (1) Developing criteria to advise whether legislation, policies, or procedures likely include systemic racism implications. The Committee must present proposed review criteria to the Assembly before substantively reviewing policies, procedures, or legislation.
- (2) Reviewing legislation, selected at the discretion of the Committee to advise whether the ordinance likely includes a systemic racism policy or implication.
- (3) Reviewing current policies, selected at the discretion of the Committee, to advise whether the policies likely perpetuate systemic racism.
- (4) Reviewing current procedures, selected at the discretion of the Committee, to advise whether the procedures likely perpetuate systemic racism.
- (5) Presenting options for curing the potential or likely systemic racism or implications.
- (6) Presenting the Committee's analysis and conclusions timely to the Assembly in a short statement for each item of legislation.
- (7) Meeting with the Assembly in a joint meeting at least once a calendar year.

- (c) **Procedure.** The Committee’s procedure shall be governed by the Advisory Board Rules of Procedure, as such may be amended from time to time. Nothing in this Ordinance shall be read to preclude the Assembly from acting upon emergency ordinances and resolutions.
- (d) **Officers, Meetings, and Quorum.** In accordance with the Advisory Board Rules of Procedure, the Committee shall select its own officers, and shall hold regular meetings on a schedule established by the Committee, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the Committee requires four or more affirmative votes to be approved.
- (e) **Staff Assistance.** Staff support to the Committee shall be provided by the City Manager, or designee, as available and appropriate.
- (f) **Legislation Procedure.** The Committee should meet and send the legislative report to the Manager at least six days before the Assembly meeting (i.e. Wednesday for a Monday meeting). However, legislation may be scheduled for public hearing and the Assembly may adopt legislation that has not been reviewed by the Committee. If the Assembly adopts legislation before the Committee has reviewed it, the Committee should review the adopted legislation as soon as possible.

Section 3. Sunset Clause. The Committee created by Section 2 shall cease to exist and the provisions of Section 2 shall automatically terminate August 31, 2026, unless the Assembly extends the Committee to exist until disbanded by the Assembly. In a joint meeting prior to December 31, 2025, the Committee and the Assembly shall review the Committee’s work product to date and the provisions of this ordinance to determine if any changes are necessary.


Section 4. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 17th day of April, 2023.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

From: domadmin@juneau.org
To: [CBJ Boards; Di Cathcart](#)
Subject: New submission from CBJ Board Application
Date: Thursday, March 26, 2026 10:30:50 AM

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

Name
Edwell John Jr.
Residence Address
[REDACTED]
Mailing Address
Same as Residence
Primary Phone
[REDACTED]
Email
[REDACTED]
Board, Commission, Committee
Systemic Racism Review Committee
Current of Prior Experience on CBJ Boards/Commissions/Committees
Kootznoowoo, Inc. Vice Chair, Treasurer State of Alaska, ASEA/AFSCME Local 52 Board Member
Reasons for Wanting to Serve
I seek to serve on the City and Borough of Juneau Systemic Racism Review Committee to contribute an evidence-based, culturally informed perspective to the evaluation of policies and practices affecting diverse communities. My professional and academic background equips me to critically assess structural inequities and support the development of actionable, data-driven recommendations that promote equity and inclusion. Through this role, I aim to help advance transparent, community-centered solutions that strengthen institutional accountability and foster long-term social and organizational change.
Experience/Professional Expertise/Education
My relevant education and professional experience span over three decades, beginning with my service as a U.S. Army Avionics/Electronics Specialist (Staff Sergeant) from the late 1980s through the 1990s, where I developed leadership, accountability, and systems-based problem-solving skills. I subsequently earned a Bachelor of Business Administration (Honors), followed by an Executive Master of Business Administration, and I am currently completing a Doctor of Executive Leadership (anticipated Dec 2026/Hel), with a research focus on cultural intelligence, adaptive leadership, and decision-making within diverse and Indigenous contexts. From the early 2000s to the present, I have accumulated extensive experience in information technology, education, curriculum design, and community leadership, including

ongoing service within the Tlingit Nation and professional work advancing culturally responsive leadership practices.

Civic Activities, Memberships or Non-profits Involved With

None

Date of Birth

██████████

Ethnicity

Alaska Native-Tlingit

Gender

Male

Acknowledgement/Certification

Edwell John Jr.

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Presented by: Assemblymember Brooks
Presented: XXXX
Drafted by: Law

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. XXXX vHRC2

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. **Except as
155 set forth in Rule 14, public testimony will be provided for at standing committee meetings
156 unless otherwise noticed by the chair of the committee at the time of packet publication, or
157 earlier.**

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

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

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1. Standing Committees.
 - (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.
 - (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.
 - (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the second meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
 - (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
 - (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:

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

- 244 (c) Implementation of the Long Range Waterfront Development Plan, and
 245 issues relating to use and development of the CBJ waterfront;
- 246 (d) Promotion of improved housing availability in the City and Borough; and
 247 (e) Promotion of a vibrant and diverse local economy.
- 248 6. Public Works and Facilities Committee. The PWFC may take up issues
 249 relevant to the infrastructure of CBJ, including transportation and utilities.
 250 The duties of the PWFC shall include:
- 251 (a) Making recommendations to the Assembly regarding the capital
 252 improvement program required by Charter section 9.2 and other capital
 253 improvement plans and lists;
- 254 (b) Advising each newly elected Assembly of unfinished capital projects to be
 255 continued;
- 256 (c) Making recommendations to the Assembly regarding the preparation and
 257 revision of an areawide transportation plan;
- 258 (d) Making recommendations related to energy efficiency, renewable resources,
 259 waste reduction and recycling, global warming, and green building.
- 260 7. Special Committees. Nominations for special committee appointments and the
 261 chair position of each special committee shall be made by the Mayor, and shall
 262 be subject to ratification by the Assembly. In making nominations for special
 263 committee appointments, the Mayor shall strive to ensure, to the extent
 264 reasonably possible, that there is a balance of opinion, viewpoints, and
 265 perspective among the Assemblymembers nominated for committee
 266 membership, and that there is at least one Assemblymember nominated for
 267 appointment to each such committee who has expertise in the areas assigned to
 268 the committee. All members shall serve at the pleasure of the Assembly.

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

275 E. Quorum of Committees. For the Committee of the Whole and the Finance
 276 Committee, a majority of the membership shall constitute a quorum. For committees with
 277 seven or eight members, four of the membership shall constitute a quorum, for committees
 278 with four, five, or six members, three of the membership shall constitute a quorum.

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

281 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the
 282 Assembly for approval. Any board liaison to an Assembly committee should sit with the
 283 committee at all times. A board liaison may have the right to participate in committee
 284 discussions at the pleasure of the chair of the Assembly committee except that Assembly

285 members of the committee shall have priority in obtaining the floor. Only Assembly
286 members on the committee may vote.

287

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

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

291 Planning Commission

292 Hospital Board

293 Docks and Harbors Board

294 Airport Board

295 School Board

296 Ski Area Board

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

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

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

310

311 **RULE 7. DEBATE.**

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

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

320 C. Decorum. Members shall not question the motives, competency, or integrity of any
321 person except as necessary to decide an appeal, personnel evaluation, contract award, or
322 other matter in which such issues are clearly relevant. The chair shall admonish any

323 member violating this rule and if violations are severe or repeated, may without a vote
324 declare a recess not to exceed ten minutes.

325

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

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

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

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

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

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

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

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

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

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

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

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

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

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

366 M. There shall be an opportunity for public participation on non-agenda items at each
367 regular meeting of the Assembly. Such public participation shall be limited to no more than
368 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed
369 three minutes. Assemblymembers may ask questions of the speaker but should not
370 deliberate at that time on matters raised or answer questions directed to the members.

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

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

382

383 **RULE 9. MOTIONS.**

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

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

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

- 388 1. Fix time to adjourn
389 2. Give notice of reconsideration
390 3. Adjourn
391 4. Recess
392 5. Question of privilege of the body
393 6. Question of personal privilege

394

395 **RULE 10. CLERICAL ERRORS.**

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

399

400 **RULE 11. VOTE REQUIRED.**

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

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

412
413 **RULE 12. PARLIAMENTARIAN.**

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

416
417 **RULE 13. SESSIONS.**

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

420
421 **RULE 14. PUBLIC PARTICIPATION.**

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

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

433
434 B. A time for public testimony on agenda items will be provided for at all standing
435 committee meetings listed in Rule 5 unless noticed otherwise by the chair of the committee
436 at the time of packet publication, or earlier.

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

441 D. Public participation shall be permitted on a motion to recess into executive session
442 prior to the vote on such a motion.
443

444 E. When public participation is provided, public participation is confined to that agenda
445 item. No person except a member or the Manager may participate in Assembly proceedings
446 except as provided in the agenda item for public participation. However, the Attorney or
447 Municipal Clerk may comment on professional or procedural aspects.
448

449 **RULE 15. RECONSIDERATION.**

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

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

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

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

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

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

468 G. Effect. A motion for reconsideration completely cancels the previous vote on the
469 question to be reconsidered as though the previous vote had never been taken.
470

471 **RULE 16. REMOTE PARTICIPATION.**

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

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

481 B. Reserved.

- 482 C. The member shall notify the Clerk and the presiding officer, if reasonably
483 practicable, at least four hours in advance of a meeting which the member proposes to
484 attend remotely by and shall provide the physical address of the location, the telephone
485 number, and any available facsimile, email, or other document transmission service.
- 486 D. At the meeting, the Clerk shall establish the remote connection technology when
487 the call to order is imminent.
- 488 E. A member participating remotely shall be counted as present for purposes of
489 quorum, discussion, and voting.
- 490 F. The member participating remotely shall make every effort to participate in the
491 entire meeting and must have video turned on except during breaks. From time to time
492 during the meeting the presiding officer shall confirm the connection.
- 493 G. The member participating remotely may ask to be recognized by the presiding
494 officer to the same extent as any other member.
- 495 H. To the extent reasonably practicable, the Clerk shall provide backup materials to
496 members participating remotely.
- 497 I. If the remote technology connection cannot be made or is made then lost, the
498 meeting shall commence or continue as scheduled and the Clerk shall attempt to establish
499 or restore the connection, provided that if the member participating remotely is necessary to
500 achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the
501 remote connection is established or restored.
- 502 J. Meeting times shall be expressed in Alaska time regardless of the time at the
503 location of any member participating remotely.
- 504 K. Participation remotely shall be allowed for regular, special, and committee
505 meetings of the Assembly.
- 506 L. Remarks by members participating remotely shall be transmitted so as to be
507 audible by all members and the public in attendance at the meeting, provided that in
508 executive session the remarks shall be audible only to those included in the executive
509 session.
- 510 M. Any member of the public present with the member participating remotely shall be
511 allowed to speak to the same extent the person was physically present at the meeting.
- 512 N. As used in these rules, "remote" means any system for synchronous two-way voice
513 communication (i.e. telephone) or video conferencing technology. If a member needs to
514 participate remotely, video conferencing technology is preferred. "Mayor" includes the
515 Acting Mayor or any other member serving as chair of the meeting.
- 516 O. Regular and special meetings of the following entities must be recorded and live
517 broadcast in a manner that is reasonably calculated to provide meaningful remote public
518 observance and participation, when allowed, of the public meeting:
- 519 i. Assembly
 - 520 ii. Assembly Standing Committees
 - 521 iii. Planning Commission
 - 522 iv. Hospital Board

- 523 v. Docks and Harbors Board
- 524 vi. Airport Board
- 525 vii. Ski Area Board
- 526 viii. Systemic Racism Review Committee

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

531

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

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

536

537 **Section 2. Repeal of Resolutions.** Resolution No. 2986 and Resolution No. 4024
538 are repealed.

539 **Section 3. Effective Date.** This resolution shall be effective immediately after its
540 adoption.

541

542 Adopted this _____ day of _____, 2026.

543

544

545

Beth A. Weldon, Mayor

546 Attest:

547

548

549

550 _____
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.

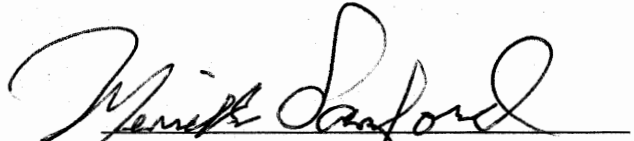
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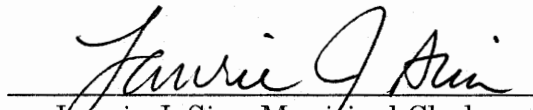
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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of June, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk



MEMO

OFFICE OF THE MUNICIPAL CLERK

City and Borough of Juneau (CBJ)

155 Heritage Way, Juneau, Alaska 99801

Phone: (907)586-5278 x4175 Fax: (907)586-4552

email:city.clerk@juneau.gov

TO: Assembly HRC Chair Kelly & Committee Members

DATE: April 6, 2026

FROM: Di Cathcart, Deputy Municipal Clerk

RE: Staff Recommendation for Assembly Rules of Procedure Language related to Rule 5
COMMITTEES - Human Resources Committee

Currently, the Assembly does not have a written procedure for handling unexpected resignations, removals or vacancies related to Empowered Boardmembers. The below staff recommendation would allow flexibility for the Assembly to keep empowered board seats full to minimize quorum issues.

Advisory Board membership, term limits and vacancies are already cared for within [Resolution 2686 Advisory Board Rules of Procedure](#) as well as defined in the [CBJ Boards, Committee & Commissions Informational Pamphlet 2024-01](#)

The Bylaws for each Empowered Board related to membership and terms are captured below.

Airport Board Bylaws (approved 10/2024) – Resolution 3064:

ARTICLE III - MEMBERSHIP

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

Docks & Harbors Board Bylaws (approved 12/2023) – Resolution 3021:

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.
3. TERM OF APPOINTMENT. As provided in Section 85.02.010, Board members shall be appointed for staggered three-year terms and until their successor is appointed. Appointment terms will not violate the conditions set forth in Section 85.02.010.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the Clerk's Office that a vacancy exists. Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau and the Assembly Rules of Procedure. A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

Eaglecrest Ski Area Board Bylaws (approved 12/2024) – Resolution 3066:

Article III. Members

B. Number of Directors/Terms of Office. The Board shall consist of seven (7) members. One liaison from CBJ Assembly shall be considered an ex-officio member without the right to vote. Members of the Board shall be appointed by the CBJ Assembly for a term of (3) years, for a maximum of nine (9) years or three (3) terms.

D. Vacancies. Vacancies in the Board will be declared and filled by the CBJ Assembly as established under CBJ Code 67.05.050.

Bartlett Regional Hospital Board Bylaws (approved 4/2025) – Resolution 4001:

NUMBER AND APPOINTMENTS The Board of Directors shall consist of nine members appointed by the City and Borough of Juneau Assembly for staggered three-year terms. Board members shall serve at the pleasure of the Assembly. Up to two members of the Hospital's Board of Directors may be physicians in the community appointed from a list of those names submitted by the Hospital's medical staff. Here, the term physician means a Doctor of Medicine (M.D.) or osteopathic medicine (D.O.) licensed to practice medicine in the State of Alaska. Terms shall commence on January first. (CBJ 40.05.010)

TERM

The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term. Board members shall not serve more than three consecutive terms. Members that previously served three consecutive terms may be reappointed after at least a one year absence. (CBJ 40.05.010). There are two exceptions: (1) if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (2) to qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

VACANCY

In addition to the vacancy provisions set out in CBJ 40.05.050, the following provisions shall apply:

1. A recommendation to the Assembly for removal of a board member may be made upon the prevailing vote of at least six members of the Board.
2. A Board member may resign at any time by giving written notice to the Assembly, with a copy to the President of the Board. Such resignation shall take effect on the date of receipt or at any later time specified.

Planning Commission Rules of Order (approved 11/2025):

The Planning Commission's Rules of Order do not specifically address terms or vacancy.

STAFF RECOMMENDATION

Clerk staff recommends adding the following (or similar) language to the Assembly Rules of Procedure Resolution under:

Rule 5 COMMITTEES – C. Human Resources Committee

Using (d) or (e) reserved:

In the event of an unexpected resignation, removal, or vacancy on an Empowered Board, the Assembly may appoint a replacement member from either a recent applicant pool or former boardmember. Applicants interviewed by the Full Assembly sitting as the HRC, within six (6) months of being interviewed will be part of a candidate list the Assembly may choose to pull from and appoint to the vacated seat for either a specific timeframe or until which time the Full Assembly meets to make annual appointments to that board. If there are no interested or suitable candidates from this pool, the Assembly may consider appointing a former boardmember to serve until the annual appointments for that board are completed. Review of previous candidates or former boardmembers would be discussed during a regular or special Assembly meeting under executive session, with the Assembly returning to open session to make the appointment(s).