



ASSEMBLY COMMITTEE OF THE WHOLE AGENDA - UPDATED 7/13/2026

July 13, 2026 at 6:00 PM

Assembly Chambers/Zoom Webinar

Assembly Committee of the Whole Worksession - No Public Testimony will be taken.

<https://juneau.zoom.us/j/95424544691> or 1-253-215-8782 Webinar ID: 954 2454 4691

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. **May 4, 2026 Assembly Committee of the Wholes - Minutes - Draft**

F. AGENDA TOPICS

1. **Huna Totem Project Update - Áak'w Landing Uplands**
2. **Amendment to Public Safety and Emergency Response MOA with the Central Council of the Tlingit and Haida Indian Tribes of Alaska**
3. **Burns Building Project Cost Update**
4. **Disposal of City Hall (Ordinance 2026-15 An Ordinance Authorizing the Manager to Dispose of 155 Heritage Way (City Hall))**
5. **Proposed Changes to the Assembly Rules of Procedure**

G. STAFF REPORTS

H. NEXT MEETING DATE - JULY 20, 2026 AT 5:30PM

I. SUPPLEMENTAL MATERIALS

1. **Attachment A - Revised_Proposed Changes to Assembly Rules of Procedures**

2. Attachment C - Revised_Proposed Changes to Assembly Rules of Procedures

J. ADJOURNMENT

ADA accommodations available upon request: contact the Clerk's Office (907)586-5278 or city.clerk@juneau.gov at least 36 hours prior to a meeting, to request ADA arrangements.



ASSEMBLY COMMITTEE OF THE WHOLE **DRAFTV1** - MINUTES

May 4, 2026 at 6:00 PM

Assembly Chambers/Zoom Webinar

A. CALL TO ORDER

Deputy Mayor Smith called the Assembly Committee of the Whole meeting to order at 6:06 p.m. on Monday, May 4, 2026.

B. LAND ACKNOWLEDGEMENT - Led by Ms. 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

Assemblymembers Present: Mayor Beth Weldon; Deputy Mayor Greg Smith (Chair); Assemblymembers Alicia Hughes-Skandijs, Christine Woll, Paul R. Kelly, Ella Adkison (*via Zoom*), Neil Steininger, Maureen Hall, and Nathaniel (Nano) Brooks.

Assemblymembers Absent: None.

Staff Present: City Manager Katie Koester; City Attorney Emily Wright; Municipal Clerk Breckan Hendricks; EPW Director Denise Koch; EPW Deputy Director Nate Rumsey; Chief CIP Engineer John Bohan; Finance Director Angie Flick; and Meeting Tech Kevin Allen.

USACE Staff Present: Geotechnical & Engineering Serviced Branch Chief John Rajek; EM Project Manager Daryl Downing; Mendenhall GLOF Technical Lead Mike Records.

D. APPROVAL OF AGENDA - *Approved by unanimous consent.*

Mr. Kelly disclosed for the record that both Goldbelt and Sealaska were referenced in items on the agenda and that his two stepchildren were shareholders in those corporations. He stated that he had discussed both matters with the City Attorney and did not have a conflict of interest. Hearing no objection from the Assembly, Mr. Kelly participated in the discussion.

E. APPROVAL OF MINUTES - *Approved by unanimous consent.*

1. April 13, 2026 Assembly Committee of the Whole Minutes - Draft

F. AGENDA TOPICS

1. Presentation on GLOF Mitigation Phase 1 Reinforcement and Phase 2 (USACE)

Manager Koester introduced the topics, informing the Assembly that two memos were included in their packet. She requested two types of guidance: (1) approval to construct Phase

1 HESCO barriers to withstand a 63,500 CFS flood event and (2) initiation of a discussion on long-term funding for ongoing maintenance of HESCO barriers and GLOF (Glacial Lake Outburst Flood) mitigation services.

U.S. Army Corps of Engineers Presentation

Representatives from the U.S. Army Corps of Engineers (USACE), Mike Records, John Rajek, and Daryl Downing, presented an update on both the hydrologic design criteria informing the project and the status of short, medium, and long-term measures.

Mr. Records described the Annual Exceedance Probability (AEP) framework used in risk-based design, noting that while a large event may seem unlikely in any single year, probability compounds significantly over time. For example, a 10% AEP event has over a 60% chance of occurring at least once within 10 years. He noted that because Suicide Basin has only produced three full drainage events, the AEP estimates were built from physical modeling of the basin rather than a long statistical record, and that confidence intervals — particularly on the high side — reflect meaningful uncertainty. The peak discharge of last year's event was approximately 50,000 CFS, of which roughly 42,000 CFS was attributable to the GLOF itself. In response to questions, Mr. Records indicated that impactful GLOFs from Suicide Basin are expected to continue on a decadal timescale — roughly 25 years in his model — though an unknown such as the formation of another basin could dramatically shorten that window. He also confirmed that the 63,500 CFS threshold was selected as a forward projection of a likely near-term event size, constructible before the 2026 flood season.

Mr. Downing provided a status update on Phase 2 construction, noting that four full-time crews are now working, with all riprap and flood barriers targeted for completion by July 15. He described the contractor's outreach to affected property owners as generally positive, with a public event focused on sandbagging and flood preparedness planned for July. USACE is also working with the U.S. Forest Service on a levee/berm alignment north of Mendenhall Loop Road to address gaps in protection for higher flow events.

Mr. Rajek outlined the medium-term options being evaluated for the 2027 season, including improvements to the existing Gabion/HESCO barrier system, in-river channel modifications to cut through oxbows and improve conveyance, and a sheet pile wall system. He also provided an update on the technical study being conducted with engineering firm AECOM — with local expertise from UAS researchers Eran Hood and Jason Amundson — noting that a draft will be submitted to USACE headquarters in early August 2026. The study will document short, medium, and long-term risk reduction measures but will not make a final recommendation; rather, it will provide an array of options at different flow levels for decision-makers.

Assemblymembers expressed appreciation for the Corps' partnership and the quality of the information provided.

[Clerk Note: The meeting recessed at approximately 7:00 p.m. and reconvened at 7:11 p.m.]

CBJ Engineering and Public Works Presentation – Phase 1

EPW Director Koch and Deputy Director Rumsey briefed the Assembly on Phase 1 HESCO barrier armoring, repair, reconstruction, and raising, and presented options for the Assembly's direction.

Director Koch summarized the progression of GLOF events: while the 2023 flood damaged homes, the 2024 event caused an order-of-magnitude increase in residential damage. The 2025 event, though larger in discharge at approximately 50,000 CFS, caused significantly less damage than the 2024 event, which staff attributed to the Phase 1 HESCO barriers despite some seepage. She acknowledged funding from multiple partners, including a 50%-forgivable State Revolving Fund (SRF) loan of \$6.8 million approved in May 2025, and a pending application for an \$18 million SRF loan. An anticipated reimbursement of over \$3 million under the first SRF loan was described as imminent.

Three options were presented for Phase 1 ahead of the 2026 GLOF season, against an available funding base of approximately \$11.8 million:

- **Option 1:** Reconstruct armoring and HESCO barriers that were damaged in the 2025 GLOF and reinforce sections of Riverside Drive, Killewich Drive, and Marion Drive, where floodwaters are the most powerful. Under this scenario the barriers would protect most other areas against the same level GLOF as 2025 (49,000 cfs). Some additional areas of HESCO barriers, primarily around the Dimond Park Fieldhouse, have also already been raised. Total anticipated cost - \$7.5 - 9M.
- **Option 2:** Everything listed above in addition to raising the barriers to protect against a 63,500 cfs event. This means building wider and higher with barriers. Total anticipated cost - \$14.8M.
- **Option 3:** Everything listed above in addition to raising the barriers to protect against a 90,000 CFS event. This means additional barrier width and height. Total anticipated cost - \$19.8M.

Manager Koester explained that her recommendation was Option 2, noting that while engineering staff had initially communicated to affected property owners that the project would be built to 90,000 CFS, a cost-estimate revealed that doing so was not feasible with available funding. She emphasized that building incrementally now and returning to raise to 90,000 CFS in a future year would cost more than doing so at once due to remobilization expenses, estimated at roughly \$10 million in additional cost. She further noted that USACE leadership had been engaged in early conversations about potentially absorbing Phase 1 up to the 90,000 CFS level in a future season, but no commitment had been made.

Deputy Director Rumsey and Chief CIP Engineer Bohan discussed construction challenges: work started approximately one month late due to the severe winter; frozen ground, snow removal, and the need to fully reconstruct (rather than simply reinforce) large sections of the barrier system all increased costs and complexity. Staff confirmed that some sections are already being built toward the 90,000 CFS configuration.

Assemblymembers engaged in extended discussion about the AEP risk data, the flow of SRF funding, the relationship between available funds and project authority, and the feasibility of

the various options. Deputy Mayor Smith summarized the SRF financing: under Option 2, CBJ would draw down the \$11.8 million CIP by approximately \$7.4 million (the local match), with the remaining half covered by the forgivable loan — effectively making the state a 50% partner. Manager Koester confirmed this understanding. Finance Director Flick confirmed that if funding is secured through the DEC loan process in time, no separate interim appropriation would be needed; she estimated the loan could be in hand for an appropriating ordinance by June 8.

MOTION by Mayor Weldon to authorize Alternative 2 to reinforce and raise Phase 1 HESCO barriers and associated bank armoring in time for the 2026 GLOF to protect against a 63,500 CFS GLOF.

Ms. Woll and Ms. Hall both expressed concern about limiting the project to 63,500 CFS given the scientific information indicating that 90,000 CFS protection may ultimately be necessary, with Ms. Hall formally objecting to the motion. Mayor Weldon acknowledged the risk but emphasized the City's financial constraints, suggesting that proceeding with the lower level now would allow additional time while anticipating that the Army Corps of Engineers could ultimately assume responsibility if 90,000 CFS protection becomes necessary. Deputy Mayor Smith similarly noted that Option 2 preserves a financial buffer in the GLOF CIP, whereas Option 3 would largely deplete available reserves. Mr. Brooks observed that Option 3 could be funded through reallocating other City resources, such as delaying other expenditures.

Roll Call Vote — Yeas: Weldon, Brooks, Steininger, Adkison, Kelly, Hughes-Skandijs, Smith (7); **Nays:** Hall, Woll (2). **Motion carried 7–2.**

[Clerk Note: The meeting recessed at approximately 8:57 p.m. and reconvened at 9:06 p.m.]

Long-Term Funding Discussion – LID vs. GLOF Service Area

Manager Koester provided an overview of the long-term funding question for ongoing HESCO barrier maintenance and GLOF response, framing it as a new service that requires a dedicated and equitable funding source. She noted that the approximately 400 property owners in the existing Local Improvement District (LID) have not yet been assessed — their share totaling approximately \$2.3 million — and that the Assembly has delayed finalizing the LID assessment in part due to fairness concerns, given that the Phase 1 barriers now protect a much broader area than originally scoped.

Manager Koester described the two primary funding mechanisms under consideration: (1) the existing LID, and (2) a GLOF Special Service Area funded through an area-wide property tax on benefited properties, which would require voter approval. She noted the service area tax would fall outside the general fund property tax cap.

Mayor Weldon offered, without making a formal motion, that the LID should be dissolved and a broader funding mechanism put in place, arguing it was inequitable to burden a small group of property owners when the project now protects a far larger number of residents. Ms. Woll expressed agreement. Finance Director Flick confirmed that dissolving the LID would have no

adverse financial impact on the city — no additional funds would need to be found. Deputy Mayor Smith indicated general support for dissolving the LID and exploring a future service area or other mechanism.

No formal action was taken on this item. Manager Koester confirmed this was intended to begin the conversation, not to require a recommendation tonight.

Due to time constraints, Deputy Mayor Smith proposed postponing the Disposal of City Hall agenda item to a future Assembly Committee of the Whole meeting. Hearing no objections, the item was postponed.

2. Assembly Direction to Eaglecrest Board on Gondola Project Next Steps

Manager Koester presented the two components of this agenda item: (1) the need to forward two ordinances to the full Assembly to pay off the Goldbelt RSA and terminate the agreement, and (2) a policy discussion about the future of the Pulse Gondola and Eaglecrest's operational direction.

Manager Koester summarized the options for the gondola:

- **Option A:** Terminate the project entirely and sell all parts and equipment. Anticipated net recovery of approximately \$1.6 million over 2–3 years.
- **Option B:** Keep options open by spending approximately \$417,000 to hold parts in place and explore either (B1) marketing the gondola as a standalone summer operation or (B2) marketing Eaglecrest as a whole — including the gondola — to a third-party operator. She cautioned that Land and Water Conservation Fund restrictions would make full transfer of Eaglecrest ownership to a third party extremely difficult.

Manager Koester noted that after the RSA payoff, approximately \$766,000 would remain in the gondola project CIP.

MOTION by Mayor Weldon to forward Ordinance 2025-01(b)(AL) and Ordinance 2026-18 to the May 18, 2026 Regular Assembly meeting for public hearing, and requested unanimous consent.

Mr. Brooks objected, expressing concern that the city should exhaust other negotiation options with Goldbelt before depleting the project fund balance, and that the gondola would fetch more value sold as a complete system than in parts. Mr. Steininger asked for clarification on whether forwarding the ordinances would foreclose other negotiations; Manager Koester confirmed it would terminate the RSA but would not preclude future conversations with Goldbelt or other operators about operating arrangements.

Roll Call Vote — Yeas: Woll, Kelly, Adkison, Steininger, Hall, Hughes-Skandijs, Smith, Weldon (8); **Nays:** Brooks (1). **Motion carried 8–1.**

Gondola Disposition

The Assembly discussed the appropriate path forward for the gondola. Deputy Mayor Smith

expressed interest in a hybrid approach: pursuing Option A (sell parts) while also directing the City Manager to allocate up to \$100,000 from the gondola CIP to support Eaglecrest Board efforts to market Eaglecrest for summer and/or winter operations with a third-party partner.

MOTION by Ms. Hughes-Skandijs to choose Option A.

AMENDMENT by Mayor Weldon to include a marketing allocation for Eaglecrest.

Ms. Woll and Ms. Hughes-Skandijs both objected to the amendment, preferring to address the marketing question within the context of the Eaglecrest budget process. Mr. Steininger objected, describing his objection as “reluctant,” noting that he was sympathetic to the direction but felt the Assembly had been giving fragmented guidance to the Eaglecrest Board at successive meetings and that a more cohesive path would emerge from the upcoming budget discussions and the November future-of-Eaglecrest meeting.

Mayor Weldon withdrew her amendment.

Deputy Mayor Smith noted his continued support for the concept, and Mr. Brooks stated he would have supported the amendment but removed his objection, noting that Eaglecrest had already come to the Assembly with an extremely constrained budget and that adding a marketing obligation without resources would be unfair.

Hearing no further objection, the motion by Ms. Hughes-Skandijs to approve Option A, terminating the Eaglecrest Gondola project and selling all parts and equipment, was adopted by unanimous consent.

3. Disposal of City Hall

[Clerk Note: Due to time constraints, this item was not discussed and will be moved to a future Assembly Committee of the Whole meeting.]

G. STAFF REPORTS - None

H. NEXT MEETING DATE - JUNE 1, 2026 AT 6:00PM

I. SUPPLEMENTAL MATERIALS

1. CBJ PowerPoint HESCO Phase 1 & Armoring

J. ADJOURNMENT

With no further business to come before the Assembly Committee of the Whole, the meeting adjourned at 9:56 p.m.



155 Heritage Way
Juneau, Alaska 99801
PHONE: (907) 586-5240
FAX: (907) 586-5385

To: Borough Assembly
From: Alexandra Pierce, Visitor Industry Director
Date: July 13, 2026
Re: Áak'w Landing Uplands – CUP Modification and Effect on Tideland Lease

Purpose

Huna Totem has submitted a Revised Site Plan for the Áak'w Landing uplands and requested a corresponding modification to its 2023 Conditional Use Permit (CUP No. USE2023 0010). This is a scale-down of the previously approved project, not a change in use. However, the changes are substantive enough to require Planning Commission approval.

What's Changing

The revised plan retains all previously approved elements at a reduced scale: welcome center, retail/restaurant space, cultural center, park, seawalk, and bus staging:

- Building area: ~18,000 sq ft, single-story (down from up to 50,000 sq ft, multi-story).
- Parking: above ground (previously underground); 38 spaces provided vs. 20 required.
- Seawalk/plaza: built on land rather than decked-over pilings.
- Pedestrian access: at street level rather than via escalators/stairs.
- Dock alignment: adjusted based on input from USCG and CBJ. Complies with conditions of the lease.

Effect on the Tideland Lease

The lease conditions are use-based, not tied to building dimensions, and the revised plan remains compliant with all lease provisions. Staff does not consider this a material change to the lease's substantive terms.

The lease does reference the CUP by file number, so a conforming amendment will be needed to update the file reference only, with no change to rent, term, or lease area. This will come before the Assembly if the CUP modification is approved.

Next Steps

The CUP modification has not yet been scheduled for public hearing by the Planning Commission. Staff will bring the conforming lease amendment forward following that decision. This memo is informational; no Assembly action is currently needed. There will be Assembly action to amend the lease if the CUP is approved.



FOR *the* BENEFIT *of* OUR PEOPLE.
FOR *the* BENEFIT *of* ALL PEOPLE.

ÁAK'W LANDING

PROJECT UPDATE

- New dock and uplands development on undeveloped downtown property
- Support Lot C1, adjacent to USCG



BACKGROUND *and* MAJOR MILESTONES

ALASKA MENTAL HEALTH TRUST AUTHORITY OWNED PROPERTY

- Norwegian Cruise Line Holdings purchased in public auction (Sept 2019)
- Visitor Industry Task Force recommendations (March 2020)
- Long Range Waterfront Plan amendments (March 2022)
- Property given to Huna Totem (Aug 2022)

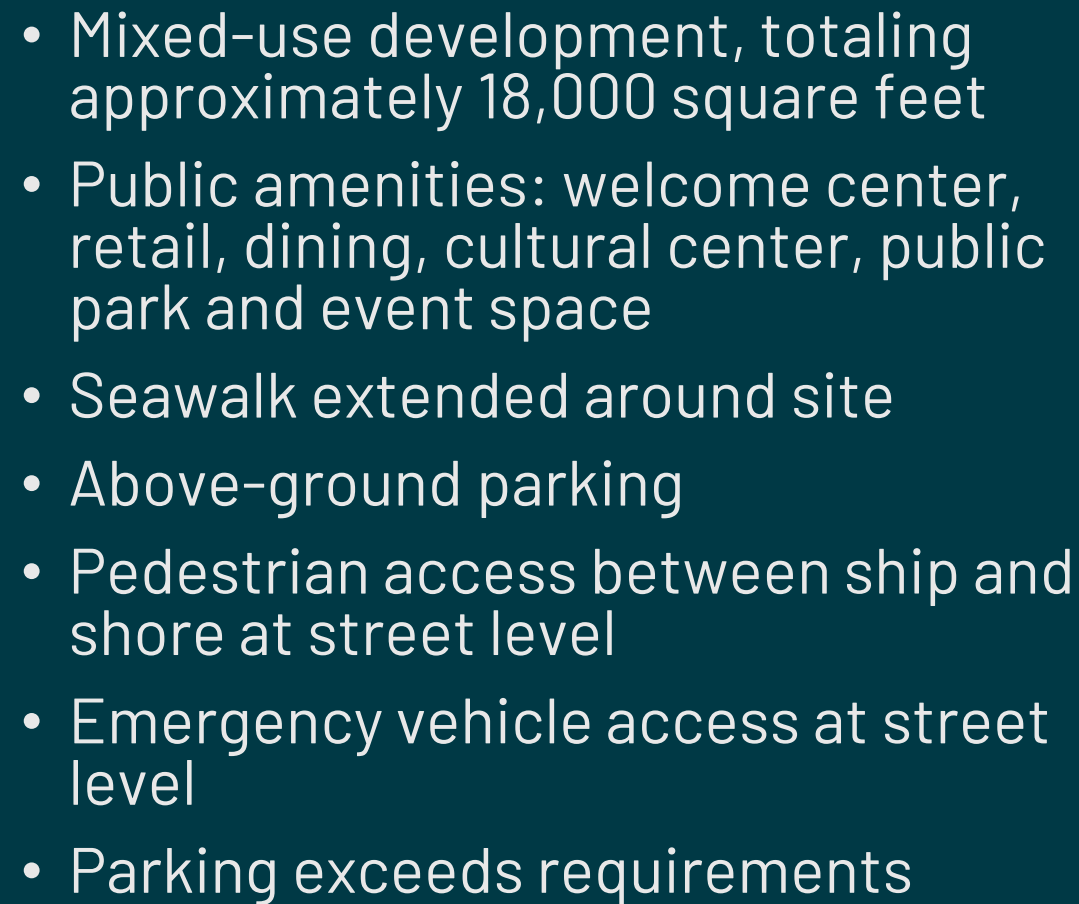
PLANNING COMMISSION ACTIONS

- Conditional Use Permit for dock (July 2023)
 - Appealed (Aug 2023)
- Conditional Use Permit for uplands (Aug 2023)

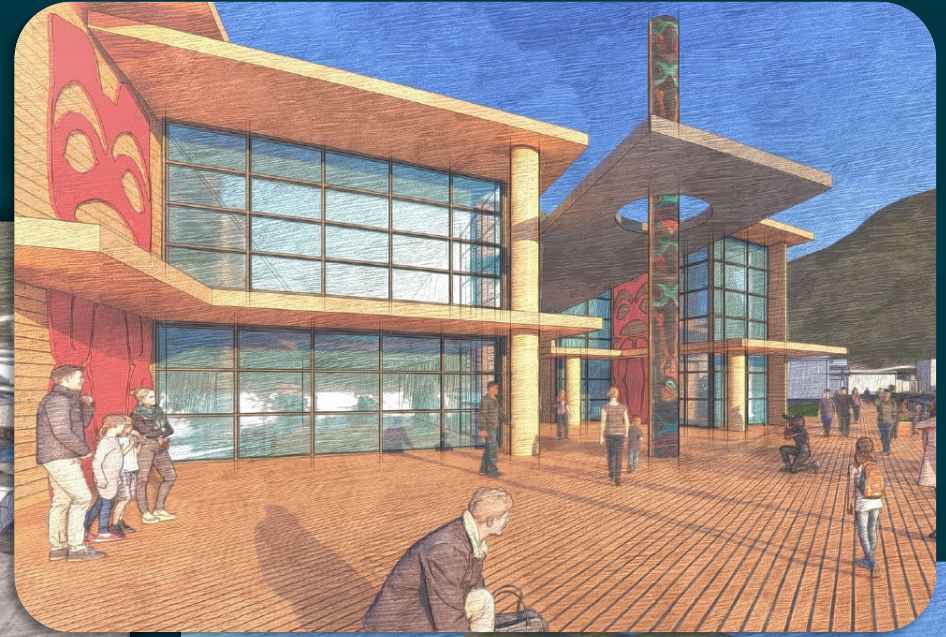
CBJ STAFF AND ASSEMBLY ACTIONS

- Ordinance authorizing City Manager to negotiate lease (April 2025)
- Resolution supporting application for state-owned tidelands (April 2025)
 - Finalize dock position, legal description and map, appraisal, USCG coordination, state-owned lands conveyed to CBJ, finalize lease language
- Tideland Lease executed for full area (April 2026)





SITE RENDERINGS



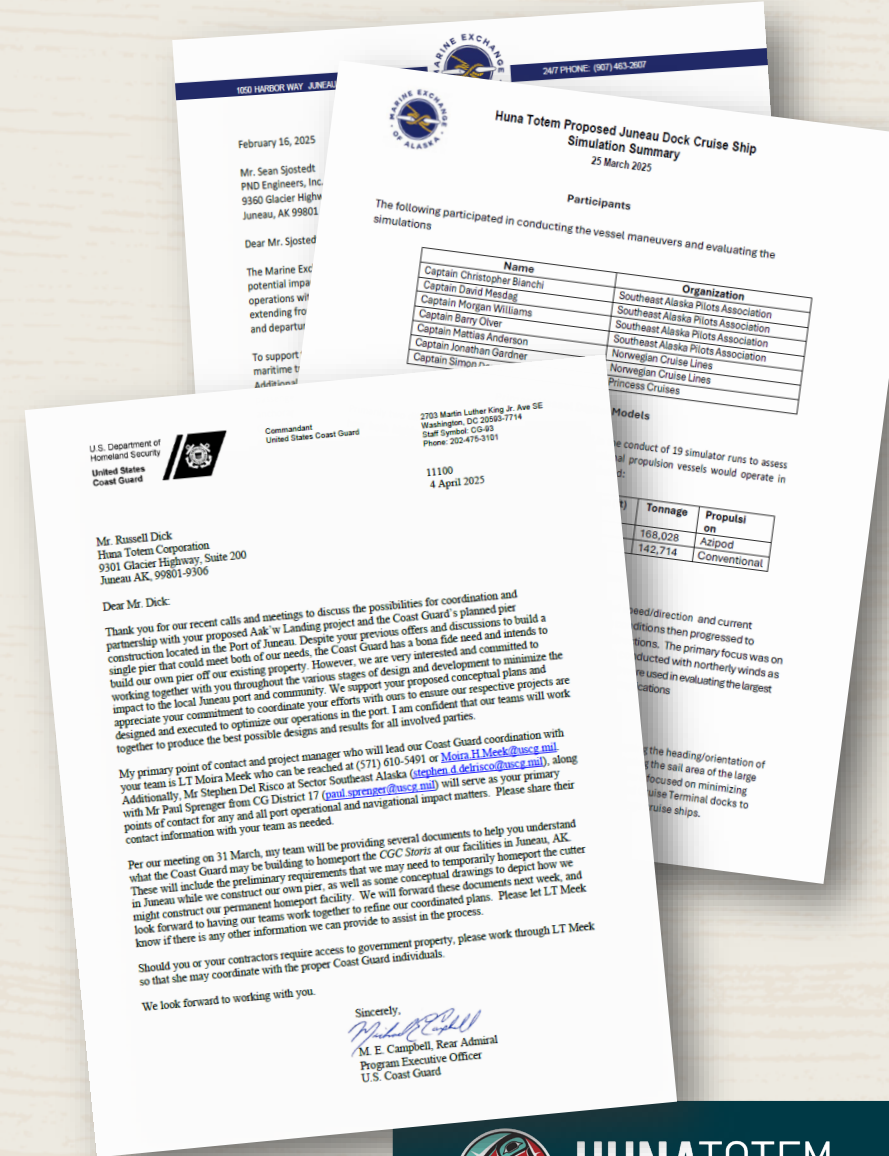
COMPLIANT *with* CUP CONDITIONS

- Temporary Certificate of Occupancy will not be recorded until the tideland lease is recorded
- Width requirements for seawalk (16 ft on south side; 20 ft on west)
- Easement for CBJ maintenance and management of seawalk required
- Huna Totem maintains paths, park, landscaping, and other amenities year-round
- Provide shore power within 24 months after an appropriately-sized power line is within 25 feet of the property line
 - Large cruise ships required to use shore power once provided
- Navigability study required
- Limited to 1 large cruise ship per day (750 ft or longer OR 950 or more passengers)
- No hot berthing
- No lightering of ships at anchor if ship is 750 ft or longer OR 950 or more passengers



COMPLIANT *with* CBJ ORDINANCE & LEASE PROVISIONS

- Lease conditioned on conveyance of state tidelands
- Lease conditioned on appraisal and fair market value
- Property used for waterfront commercial activities consistent with application submitted to CDD
- Written USCG assurance the project does not impede icebreaker
- Participate in collaborative schedule and adhere to 5-ship limit
- Accommodate no more than 4,500-passenger ships (lower-berth)
- Seawalk unobstructed by commercial activities, except for special events



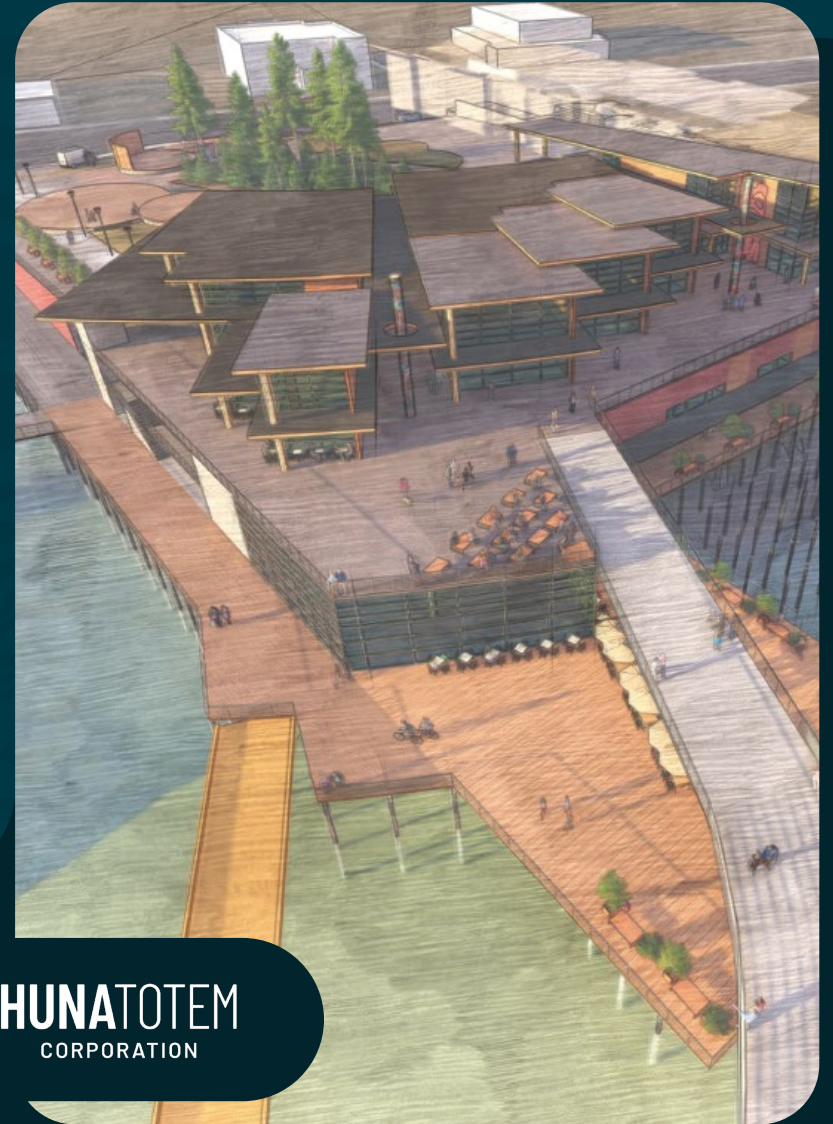
CBJ ORDINANCE & LEASE PROVISIONS, *cont.*

- No rental car facilities or peer-to-peer rental services; provide area for licensed commercial vehicles and circulator
- May begin on city tidelands while waiting for state; amend later
- Lease term is maximum 35-year term; one renewal
- First 5-year lease period shall be not less than fair market value plus sales tax; review and adjust every 5 years
- Áak'w Landing responsible for all permits and approvals
- Indemnify CBJ, officers, and employees
- Lease include all standard CBJ provisions plus CUP conditions
- Dock may be used in case of emergency outside of CUP terms



ORIGINAL VISION

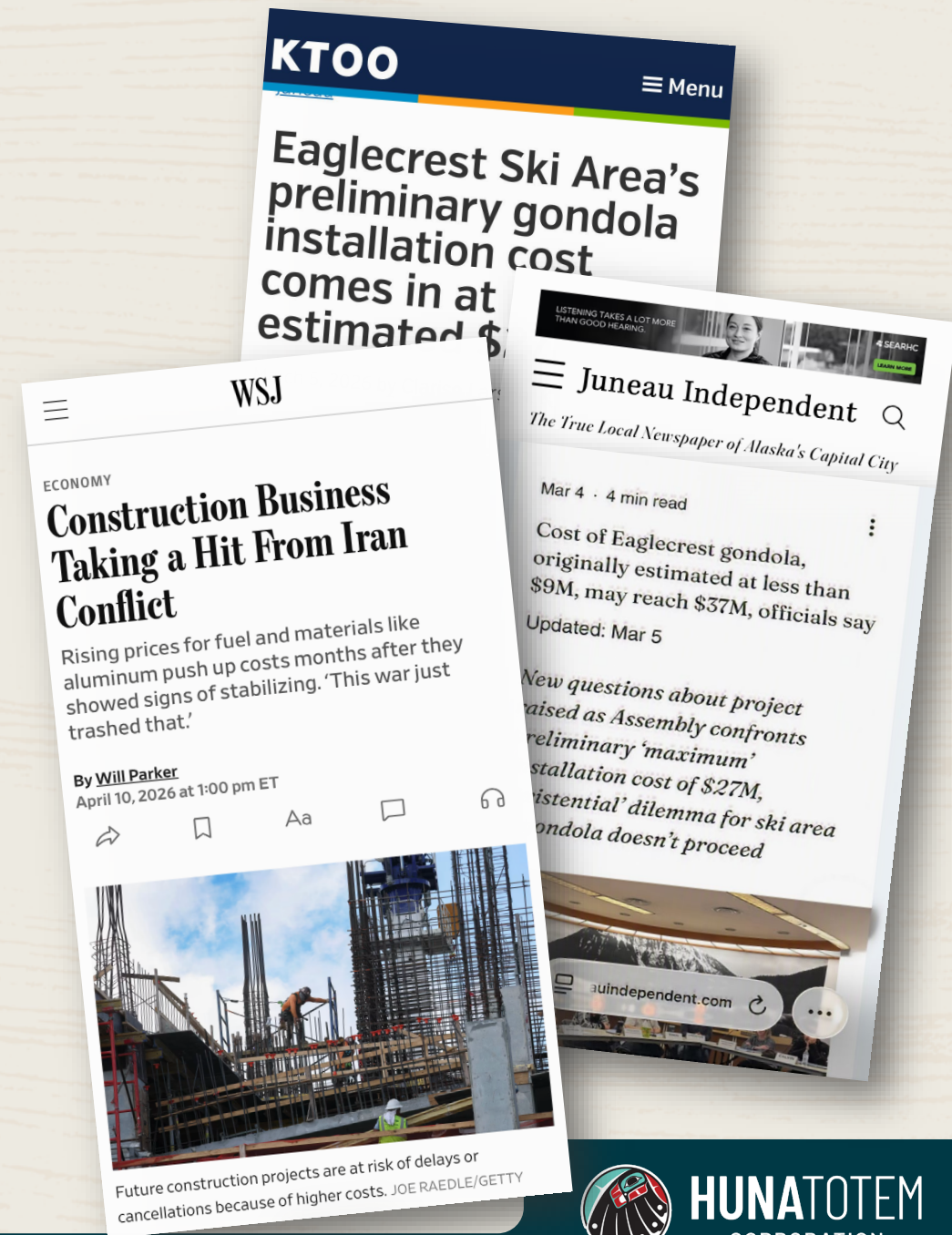
- Waterfront development with up to 50,000 square feet of retail and related uses
- Underground parking
- Cruise passenger entrance at upper plaza level via curved walkway from ship
- Passengers access tours using escalator and stairwells
- Extensive build-out on pilings



HUNATOTEM
CORPORATION

COST ESCALATION

- Development costs escalated from \$150 million in 2023 to more than \$250 million
 - Delays created by legal appeal (resolved June 2024)
 - Time needed to resume public and CBJ Assembly engagement
 - New tariffs spiked costs of steel and other materials
 - Geotechnical analysis revealed initial upland design prohibitive when combined with other cost increases
- Huna Totem revised site plan
 - Consistent with previously approved uses
 - Meets all CUP conditions and lease provisions
- Community Development and Planning Commission engaged



CREATES VALUE *for* JUNEAU RESIDENTS

- Significant reduction of tour vehicles on Marine Way and South Franklin
- Extends seawalk
- Accommodates Coast Guard and ice breaker
- Creates new parking, public park, and event space
- Honors 5-ship limit, reduces emissions, and enhances harbor safety
- Creates economic and educational opportunities



ÁAK'W LANDING

FOR *the* BENEFIT
of OUR PEOPLE.
FOR *the* BENEFIT
of ALL PEOPLE.



HUNATOTEM
CORPORATION



City and Borough of Juneau
City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Deputy Mayor Smith and Committee of the Whole
DATE: July 13, 2026
FROM: Katie Koester, City Manager
RE: Amendment to Public Safety and Emergency Response MOA with the Central Council of the Tlingit and Haida Indian Tribes of Alaska

The purpose of this memo is to introduce an amendment to the Public Safety and Emergency Response Memorandum of Agreement (MOA) between the Central Council of the Tlingit and Haida Indian Tribes of Alaska (Tribe) and the City and Borough of Juneau (CBJ) that will provide compensation for City services provided on tribal land.

In 2024 the Tribe and CBJ entered into a MOA to collaborate on public safety and emergency response, laying the groundwork for future collaboration. The Tribe is interested in police and fire protection on tribal land, and this amendment articulates those details. The MOA is general and does not refer to a specific property. Practically speaking [Two Coppers Casino](#) on Fish Creek Road will be the first tribal property formally recognized under this agreement. The Tribe has identified this parcel as tribal sovereign land. As such, CBJ does not have jurisdiction. Therefore, CBJ has had no involvement in permitting or inspecting the construction. Nevertheless, the Tribe has confirmed it was built to code, including sprinklers – which greatly reduces fire risk. As a government Tlingit & Haida understands that there is a cost to provide municipal fire and emergency services and is willing to compensate CBJ for services. The Tribe has proposed compensating CBJ the mill rate equivalent of the value of the improvements.

The attached amendment to the Public Safety and Emergency Services MOU outlines the voluntary nature of the agreement between two government agencies. At no time should compensation be construed as a tax, assessment, fee or waiver of sovereign immunity, jurisdiction, or governmental status by either party.

CCFR will need to coordinate operationally with the Tribe to make sure that details like fire/emergency lane access, road maintenance, and a system for nullifying any false alarm. These details will be spelled out in a separate operation agreement. Section 1.a.4.d cares for revisiting the Public Safety Services Support Compensation should it be needed.

Recommendation: Forward amendment to Public Safety and Emergency Response MOA with the Central Council of the Tlingit and Haida Indian Tribes of Alaska to the Assembly for approval.

DRAFT
AMENDMENT NO. 1
to the
SUPPLEMENTAL MEMORANDUM OF AGREEMENT
RE: PUBLIC SAFETY AND EMERGENCY RESPONSE
BETWEEN THE CENTRAL COUNCIL OF THE TLINGIT & HAIDA
INDIAN TRIBES OF ALASKA
AND THE CITY AND BOROUGH OF JUNEAU

This Amendment No. 1 ("Amendment") to the Supplemental MOA Re: Public Safety and Emergency Response is made by and between the Central Council of the Tlingit & Haida Indian Tribes of Alaska ("Tribe") and the City and Borough of Juneau ("CBJ"), each also referred to as a "Party" and collectively referred to as the "Parties."

WHEREAS, the Tribe and CBJ entered into a Supplemental MOA Re: Public Safety and Emergency Response November 21, 2024 ("Supplemental MOA") to establish a good-faith foundation between the CBJ and the Tribe for future collaborative efforts on public safety matters; and

WHEREAS, the Tribe may require municipal fire and emergency services beyond the scope initially contemplated by the Supplemental MOA, including emergency medical services, fire response, rescue response, response to hazardous conditions, and response to public safety incidents (the "Services"); and

WHEREAS, the Tribe does not have a fire department and desires to obtain additional fire protection and emergency response services from the CBJ; and

WHEREAS, the CBJ has an established Fire Department organized and created for the purpose of providing fire protection, emergency medical services, and other related services, and has the ability to provide these services to both CBJ and Tribe property; and

WHEREAS, should the Tribe require such Services, CBJ desires to provide such Services on mutually agreed terms.

NOW, THEREFORE BE IT RESOLVED, the Parties agree as follows:

The Supplemental MOA is amended as follows:

4. **Emergency Medical and Fire Response Services.** In addition to all services contemplated herein, CBJ agrees to provide, and respond to requests for municipal fire and emergency services, including emergency medical services, fire response, rescue response, response to hazardous conditions, and response to public safety incidents (the "Services") on all Tribal properties located within its bounds, including properties held in trust, restricted status, or otherwise owned or operated by the Tribe.
 - a. Recognizing the possibility that the Services may increase the demand on CBJ, the Tribe agrees to provide, at its discretion, an annual Public Safety Services Support Contribution (the "Contribution") to CBJ in an amount mutually agreed upon by the Parties through separate budgetary or

intergovernmental discussions.

- b. The Parties agree that any Contribution made under this Section is voluntary, governmental in nature, and intended solely to support cooperative public safety and emergency response readiness. Nothing in this Supplement shall be construed as a tax, assessment, fee, or waiver of sovereign immunity, jurisdiction, or governmental status by either Party.
 - c. If, at any time during the term of this Agreement, the Tribe elects to provide the Services directly, it may terminate the payment obligations under this Section, if any, by providing 30 days' written notice to CBJ. If at any time the demand for CBJ public safety Services exceeds CBJ's capacity, the voluntary Public Safety Services Support can be renegotiated. If both parties cannot mutually agree on compensation, the CBJ shall give 30 days' notice to the Tribe before suspending services.
5. **Other Public Safety Events.** In the event of a significant public safety event, including search and rescue, the Parties agree to:
- a. Commit to open and frequent communication.
 - b. Alert the other Party of resources or personnel the Party has dispatched to avoid duplication of efforts between the Parties.
6. **Costs and Expenditures.** Except for the Public Safety Services Support Contribution described in Section 4, if any, the Parties agree to cover their own costs and expenditures under this Supplemental MOA.
- a. The remaining Sections of the Supplemental MOA shall be renumbered accordingly, including any references to Sections and subsections contained therein.

Except as set forth in Amendment No. 1, the Supplemental MOA signed November 21, 2024, is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this Amendment and the Supplemental MOA, the terms of this Amendment will prevail.

This Amendment shall be effective as of the date it is fully executed by both parties. IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 to the Supplemental MOA.

**CENTRAL COUNCIL OF THETLINGIT &
HAIDA INDIAN TRIBES OF ALASKA**

**THE CITY AND BOROUGH OF
JUNEAU**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**Memorandum of Agreement
Between the
City & Borough of Juneau
and the
Central Council of Tlingit & Haida Indian Tribes of Alaska**

Supplemental MOA Re: Public Safety and Emergency Response

WHEREAS, the City and Borough of Juneau and the Central Council of Tlingit & Haida Indian Tribes of Alaska both recognize that they are government entities with the responsibility to provide public safety services, including law enforcement, search and rescue, emergency response, and disaster response, to their citizens; and

WHEREAS, the City and Borough of Juneau (CBJ) is located on the traditional lands of the Lingít people; and

WHEREAS, the Central Council of Tlingit & Haida Indian Tribes of Alaska (Tlingit & Haida) is a federally and state recognized tribe, and the tribe for the Juneau community, and provides services to the citizens, employees and neighbors located within Juneau, a community recognized under Tlingit & Haida's governing documents; and

WHEREAS, CBJ and Tlingit & Haida recognize that there is overlap between their service populations within the CBJ; and

WHEREAS, in recognition of the government-to-government relationship, CBJ and Tlingit & Haida entered into a 2017 Memorandum of Agreement (MOA) in order to promote communication and coordination to reduce duplication of efforts and provide more effective responses to public safety matters, including law enforcement, search and rescue, emergency response, and disaster response within CBJ for the betterment of their shared citizenry;

NOW THEREFORE BE IT RESOLVED, the CBJ and Tlingit & Haida agree as follows:

1. **Purpose.** The purpose of this Supplemental is to establish a good-faith foundation between the CBJ and Tlingit & Haida (collectively the "Parties", individually "Party") for future collaborative efforts on public safety matters, including law enforcement, search and rescue, emergency response, and disaster response that benefit the shared citizenry that both Parties serve. The Parties agree to work together in a cooperative and coordinated manner to achieve the collective goals of the Supplemental.
2. **Roles and Responsibilities.** Each Party agrees to the following roles:
 - a. Together, the Parties agree to:
 - i. At least once a year, the CBJ and Tlingit & Haida agree to meet and review:

1. Past public safety and emergency incidents that impacted both Parties and evaluate the effectiveness of the Parties' responses.
 2. Identify new opportunities where the Parties can work together.
 3. Identify resources or funding sources to support public safety.
 4. Create, and update as necessary, a plan of action to effectuate better responses to future public safety events.
- ii. At least once per year, the Parties and their staff and/or volunteers will participate in a joint training exercise that reflects practices compliant with federal emergency response standards.
 - iii. The Parties will notify the other of relevant training opportunities for their staff and volunteers.
- b. CBJ agrees:
 - i. At least once a year, CBJ will provide a report on this Supplemental to Tlingit & Haida.
 - ii. CBJ will promptly share any relevant information it may have on current or potential public safety and emergency incidents that will affect, or it reasonably believes could have an effect on Tlingit & Haida Tribal citizens located within the CBJ.
 - iii. CBJ agrees that it will follow applicable law governing the confidentiality of any information Tlingit & Haida discloses to it under this Supplemental.
 - c. Tlingit & Haida agrees to:
 - i. At least once a year, Tlingit & Haida will provide a report on this Supplemental to the CBJ.
 - ii. Tlingit & Haida will promptly share any relevant information it may have on current or potential public safety or emergency incidents that will affect, or it reasonably believes could have an effect on the citizens located within the CBJ.
 - iii. Tlingit & Haida will follow applicable laws governing the confidentiality of any information CBJ discloses to it under this Supplemental.
 - iv. Tlingit & Haida will designate one employee to serve on the Juneau Local Emergency Planning Committee.
 - v. Tlingit & Haida may provide fire response to its trust and restricted property and that of its citizens, on the CBJ road system. If requested by CBJ, Tlingit & Haida may service the Eaglecrest Recreation Area.
3. **Law Enforcement.** Consistent with P.L. 83-280, CBJ law enforcement officers will continue to respond to calls to property held in trust or restricted status for Tlingit & Haida and its citizens.
 - a. Tlingit & Haida will continue to maintain public availability to its laws on its government website; and Tlingit & Haida will continuously update CBJ regarding tribal law applicable to such trust and restricted properties.

4. **Other Public Safety Events.** In the event of a significant public safety event, including search and rescue, the Parties agree to:
 - a. Commit to open and frequent communication.
 - b. Alert the other Party of resources or personnel the Party has dispatched to avoid duplication of efforts between the Parties.
5. **Costs and Expenditures.** The Parties agree to cover their own costs and expenditures under this Supplemental.
6. **Points of Contact.** In addition to the CBJ Mayor and the Tlingit & Haida President, the points of contact shall be the City Manager and their designees, and the Senior Director of the Tlingit & Haida Public Safety Division and their designees.
7. **Miscellaneous Provisions**
 - a. **Dispute Resolution.** The Parties commit to maintaining a strong working relationship through open and transparent communication. If a dispute arises out of or relating to any aspect of this Supplemental, the Parties agree to meet and confer in good faith to attempt to seek an amicable resolution.
 - b. **No Assumption of Liabilities.** Neither Party is assuming or will be responsible for the other Party's liabilities or obligations arising out of public safety actions.
 - c. **No Waiver of Authority.** Nothing in this Supplemental shall limit or waive the regulatory authority or jurisdiction of either Party.
 - d. **No Cause of Action.** Nothing in this Supplemental nor any decision made by the CBJ or Tlingit & Haida, whether or not the decision is consistent with this Supplemental, shall give either Party or any third party any cause of action or claim. This Supplemental is not intended to provide any remedy not already provided by law.
 - e. **No Preemption.** Nothing in this Supplemental is meant to preempt, supersede, or replace any responsibility the CBJ may have under federal or state law.
 - f. **No Waiver of Sovereign Immunity.** Tlingit & Haida is a federally recognized Indian tribe and as such possesses sovereign immunity. Nothing in this Supplemental is intended to be, shall be deemed to be or may be construed as a waiver of Tlingit & Haida's sovereign immunity or consent to suit in tribal, state or federal courts.
 - g. **Termination.** The Supplemental may be cancelled in whole or in part, at any time, upon mutual written agreement by the Parties, with 30 days' notice.
 - h. **Counterparts.** This Supplemental may be executed in one or more counterparts, each of which will be deemed an original, but which collectively will constitute one and the same instrument.
8. **Effective Date.** This Supplemental shall be effective immediately after its adoption and shall remain in effect until terminated by the Parties or until a superseding government-to-government agreement is entered into between the CBJ and Tlingit & Haida.

CITY AND BOROUGH OF JUNEAU

Signature: 

Printed Name: Beth Weldon

Title: Mayor

Date: 11/21/2024

**CENTRAL COUNCIL TLINGIT &
HAIDA INDIAN TRIBES OF ALASKA**

Signature: 

Printed Name: Richard J. Peterson

Title: President

Date: 11/21/24



City and Borough of Juneau
City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Deputy Mayor Smith and Committee of the Whole
DATE: July 13, 2026
FROM: Katie Koester, City Manager
RE: Burns Building Project Cost Update

The purpose of this memo is to update the Assembly on the cost of renovations to the Burns building. As you recall, the renovation budget for two floors of the building is \$8.5M.ⁱ Most of these expenses are mechanical and electrical upgrades that are necessary upgrades to bring the building up to code. The furniture line item is for cubicle walls and modular furniture that can be inserted into cubicles. Staff with an office will keep their existing furniture. We purchased used furniture at a reduced rate from McKinley group, who is moving out of offices on the first-floor. Improvements such as paint, carpet, mechanical control system upgrades, and ceiling tiles were bid as alternates so they could be cut if bids came in higher than anticipated.

Total Renovation Budget	\$ 8,500,000	
		% of Total Renovation Budget
Budget Cost Item	Budget	
Interior Construction	\$ 1,100,000	13%
Mechanical	\$ 1,260,000	15%
Electrical	\$ 830,000	10%
Furniture	\$ 1,225,000	14%
General Conditions and OHP	\$ 1,338,000	16%
Demolition and Disposal	\$ 353,000	4%
Bid Alternates	\$ 1,332,000	16%
Design	\$ 650,000	8%
Project Management and Administrative Overhead	\$ 350,000	4%
1% for Art (1% of Construction)	\$ 50,000	1%

Timeline

It is unlikely construction will be completed by the end of the year. Bids for the renovation are due July 15th with bid award by the Assembly at the July 27th regular meeting. We will know better when construction will be done after bids and timelines are received, however the earliest substantial completion date is May 2027. The FY27 budget only budgets for 6 months of lease expense. Lease costs have increased significantly given our short-term status and will cost an additional \$328,000. The general fund portion of this cost, about half, would be covered by the project. Staff is hopeful that bid awards will allow for both this cost and the alternates to be covered by the project. However, it is critical that the project retain some contingency – there will undoubtedly be additional unforeseen expenses.

Depending on how the bids come in, the Assembly may want to consider some amount of additional funding to take advantage of the contractor mobilization and fund alternates. If that is the case, I would suggest an appropriation from the Lands fund that would be re-plenished with the sale of City Hall.

Recommendation: Informational Only.

ⁱ Total Project Cost \$20.5M

Purchase price: \$9.7M

Sinking fund for shared improvements: \$2.7M

Renovation budget: \$8.5M



City and Borough of Juneau
City & Borough Manager's Office
155 Heritage Way
Juneau, Alaska 99801
Telephone: 907-586-5240 | Facsimile: 907-586-5385

TO: Deputy Mayor Smith and Committee of the Whole
FROM: Katie Koester, City Manager
DATE: May 4, 2026
RE: Disposal of 155 Heritage way – City Hall

[Ordinance 2026-15](#), An Ordinance Authorizing the Manager to Dispose of 155 Heritage Way, was introduced on March 9 after referral from the Lands, Housing, and Economic Development (LHED) Committee, discussed at the March 16 Committee of the Whole (COW), forwarded to the April 6 Regular Assembly meeting for public hearing and referral back to the COW. Ordinance 2026-15, as written, authorizes sale of City Hall by sealed bid with a minimum bid of \$2.5M.

The [memo from the March 16 COW](#) outlines various methods of disposal available. In summary, the methods range from sealed competitive bid (least restrictions and highest revenue potential) to authorizing negotiations with an interested party (highest level of control on desired outcomes for the property). If the Assembly would like to pursue something in-between, you can place conditions on the sale that would be clearly advertised and used as the evaluation criteria for disposal. Keep in mind, the more restrictive the conditions, the more difficult enforcement becomes and the less potential revenue.

During the March 16 COW meeting, members debated the pros and cons of a sealed competitive bid process, with some advocating for conditions that encourage year-round activity. Consequently, the body moved Ordinance 2026-15 to the next Assembly meeting to allow for public testimony. No testimony was received at the April 6 regular meeting.

The Assembly has been approached by Sealaska Heritage Institute who is interested in purchasing City Hall for \$1.5M with the added option to lease out the second floor for a future site of the City Museum (approximately 8,000 square feet – 2,000 square feet larger than the current museum). At market rate, this adds around \$250,000 to the Museum budget (currently \$500,000). It is difficult to imagine a scenario where CBJ is able to recoup personnel and lease costs in ticket sales, regardless of location.

Assembly members have asked what the costs to mothball City Hall would likely be. As you recall from the budget conversations there are 3 levels of mothballing: Level 1 reduced occupancy/ caretaker status; Level 2 partial shutdown/ protective minimum and Level 3 full shutdown/ deep mothball. For the purposes of estimating, I assumed that the public restrooms would remain open, which means we would have to leave that wing of the building operational and could not do a full Level 3 shutdown. The more measures we take to shutdown systems, the less likely they will be able to be brought back online without damage and expense. Or to put it another way, if the idea is to sell the property with the building maintaining utility – only Level 1 mothballing should be considered. A vacant building is more susceptible to damage and vandalism! The FY27 budget includes funding to operate City Hall.

Level of mothballing	Annual cost
Level 1- caretaker status	\$85,000
Level 2 – partial shutdown	\$50,000

Recommendation: Discuss Ordinance 2026-15, An Ordinance Authorizing the Manager to Dispose of 155 Heritage Way and amend as desired.

ⁱ There is a widely misunderstood operational reality: an unoccupied building is not always easier or cheaper to maintain than an occupied one. In some cases, a vacant facility demands more from maintenance staff, not less:

- Occupied buildings have staff who notice and report problems early. Vacant buildings have no such early warning system. By the time an issue is detected during a scheduled inspection, it has often escalated into a more costly repair.
- Vandalism, unauthorized entry, and weather-related damage require active monitoring and response that occupant presence would otherwise deter or catch quickly.
- Life safety systems — fire alarm, sprinklers, freeze-stat controls — require periodic inspection and verification that falls entirely on Facilities staff with no supplement from occupant awareness.
- A mothballed building still generates scheduled inspections, glycol replenishment, envelope monitoring, and system checks. These are not zero-cost activities and they do not scale down proportionally with reduced occupancy.

Presented by: The Manager
Introduced: 03/09/2026
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2026-15

An Ordinance Authorizing the Manager to Dispose of 155 Heritage Way.

WHEREAS, the CBJ has owned the City Hall building at 155 Heritage Way since the 1950s when it was constructed as the downtown fire station; and

WHEREAS, the CBJ will be relocating the offices located in the City Hall building due to the failing infrastructure located at 155 Heritage Way; and

WHEREAS, the Assembly intends to use the proceeds from this disposal to offset the costs of purchasing new office space for City Hall employees; and

WHEREAS, the Assembly Lands Committee passed a motion of support on February 23, 2026, for disposal through the sealed competitive bid process with a minimum bid of \$2.5 million.

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. Authorization of Sale. Pursuant to CBJC 53.09.200-270, the Manager is authorized to advertise the following real property for disposal through the sealed competitive bid process, subject to the following:

- (A) **Property Description.** The property is described as in the Juneau Recording District, First Judicial District, State of Alaska, constituting approximately 2.35 acres, and further described as follows:
 - 1. Lot 1, Block 79, Tideland's Edition
 - 2. Subject to reservations, exceptions, easements, covenants, conditions, and restrictions of record, if any.
- (B) **Sale.** The sale encompasses the entirety of the property 155 Heritage Way, including the building. The minimum acceptable bid shall be no less than \$2.5 million dollars.

- (C) **Use of Premises.** Buyer agrees to use the property consistent with the sealed competitive bid proposal.
- (D) **Utility Easement:** The City and Borough shall reserve a utility easement above, under and across all or any part of said lots for water, sewer, drainage and other utility purposes, including a right of access for the repair, replacement, improvement or expansion of said utilities.
- (E) **Purchase Payment Schedule.** The purchase price shall be due in full at closing unless city and borough financing is authorized. Any authorized financing shall not exceed a term of 10 years, shall bear interest at a rate of 10 percent per annum, and shall require a down payment of not less than 10 percent of the purchase price at closing.
- (F) **Taxes.** Buyer shall be responsible for any and all taxes related to or arising out of the possessory interest and for the improvements on the premises.
- (G) **Hold Harmless.** Any purchase and sale agreement shall require the Buyer to indemnify, defend and hold harmless the City and Borough, its officers and employees, volunteers, consultants and insurers for any claim related to or arising out of Buyer's use, operation, or maintenance of the premises during the term of this sale.
- (H) **Costs.** The Grantee is responsible for all closing costs and fees, including but not limited to title company fees, recording fees, and surveying.
- (I) **Title Insurance.** A title insurance policy shall be obtained, paid for by Grantee.
- (J) **Type of Deed.** The property shall only be conveyed with a warranty deed.
- (K) **Other Terms and Conditions.** The Manager may include other disposal terms and conditions as the Manager determines to be in the public interest.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2026.

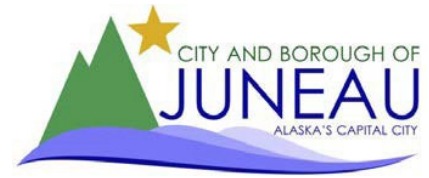
Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

MEMORANDUM

DATE: June 1, 2026
TO: Deputy Mayor Smith
FROM: Emily Wright, City Attorney
SUBJECT: Assembly Rules of Procedure



**LAW
DEPARTMENT**
155 Heritage Way
Juneau, AK 99801
Ph: (907) 586-5242
Fax: (907) 586-4567

The Assembly Rules of Procedure set forth the rules which bind the Assembly; when the Rules are silent, Robert's Rules of Order guide all actions.

1. **ATTACHMENT A.** Assembly Member Brooks requested a review of the Rules to modify public participation rules. His change was reviewed at the HRC and sent to the whole body for further discussion. Currently committee meetings do not allow public testimony, unless the Chair of the committee decides ahead of time to provide an opportunity for public testimony. Committee meetings are seen as purely work sessions for the Assembly and typically no public testimony is taken. Under the current rules, public participation occurs once the issue is brought to the full Assembly or a member of the public could provide public testimony prior to that time by testifying regarding non-agenda items. The draft rule change reverses the default for committees – if the change is passed, public testimony will be allowed at all committee meetings unless noticed otherwise by the Chair.
2. **ATTACHMENT B.** Last year, several vacancies on the Airport Board occurred. The members holding those positions had agreed to continue on until a new member could be identified and confirmed by the HRC and Assembly. However, we realized that there was not a mechanism to allow someone to continue their position. The Clerk's Office worked with the HRC to draft language that addresses vacancies. The HRC forwarded the attached language for consideration.
3. **ATTACHMENT C.** The Clerk's Office has several suggestions for the Assembly to consider.
 - a. Page 3, line 120-1 and Page 4, 125-6. Clarifies that a majority may agree to change the date of a meeting.
 - b. Page 4, line 128. This adds in the term "Manager" to recognize that meetings are called by the Manager, Mayor, Chairs, or three members of the Body.
 - c. Page 5, lines 168-171. This is a recitation of required charter language. While there is no change to practice, given that this issue often comes up as a question for the body and the public, it seemed best to have it designated in the Rules.
 - d. Page 5-6, 197-211. The previous sections (b) and (c) were redundant; they are now combined into one.
 - e. Page 7, line 253. This recognizes that the HRC has taken on the task of reviewing advisory boards.
 - f. Page 7, line 273-274. This designates that the COW is a work session. This language is found elsewhere in the Rules but also belongs in this section.
 - g. Page 7-8, acronyms have been added for ease of reading.
 - h. Page 8, line 307. Special and ad hoc committees have been added to document current practice.
 - i. Page 8-9, lines 322-326. This establishes that best practice is to have an odd number of members on a committee to assist with quorum and voting. It further documents current rule/practice that a majority constitutes a quorum.
 - j. Page 11 line 412-413. This addition is an attempt to assist the public in understanding that the Assembly will not respond to questions during public testimony.
 - k. Page 11, line 429-430. This updates the phone number and removes TDD. The Clerk's Office utilizes transcription rather than TDD.
 - l. Page 13, line 500-502. This addition is from Robert's Rules and is an attempt to clarify confusion with process.
 - m. Pages 14-15, updates for current practice.

ATTACHMENT A

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

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

RULE 2. MEETINGS.

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

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

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

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

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

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

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 **RULE 5. COMMITTEES.**

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

145 1. Committee of the Whole

146 2. Finance Committee

147 3. Human Resources Committee

148 4. Lands, Housing, and Economic Development Committee

149 5. Public Works and Facilities Committee

150 6. Joint Assembly/School Facilities Committee (per Charter 13.8)

151 Any member of the Assembly may sit with any committee at all times; such member shall
152 have the right to participate in committee discussion except that members of the committee
153 shall have priority in obtaining the floor and only committee members may vote. Except as
154 set forth in Rule 14, public testimony will be provided for at standing committee meetings
155 unless otherwise noticed by the chair of the committee at the time of packet publication, or
156 earlier.
157

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.

162 1. Standing Committees.

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

- 200 2. Human Resources Committee. The Human Resources Committee may take up
201 issues relating to the health and well-being of Juneau citizens and their
202 participation in local government. The duties of the Human Resources
203 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

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

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

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

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board

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

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

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

RULE 7. DEBATE.

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

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

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

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

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

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

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

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

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

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

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

546 Attest:

547

548

549

550 _____
Breckan L. Hendricks, Municipal Clerk

Beth A. Weldon, Mayor

ATTACHMENT B

Vacancy – Forwarded by HRC

RULE 5. COMMITTEES.

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

- (g) 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 board member. 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 board member to serve until the annual appointments for that board are completed. Review of previous candidates or former board members 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).

ATTACHMENT C

Presented by:
Presented:
Drafted by:

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. **XXXX**

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

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

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

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

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

RULE 1. AGENDA.

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

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

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.

117 **RULE 2. MEETINGS.**

118 A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 6:00
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 concurrence of the majority of the body ~~motion~~
121 ~~or otherwise~~ change the date of a meeting as may be necessary or convenient.

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

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

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

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

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

RULE 4. LEGISLATION.

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

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

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

172
173 **RULE 5. COMMITTEES.**

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

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

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

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

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

190 1. Standing Committees.

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

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

212 ~~—Nominations for standing committee appointments and for the position of~~
213 ~~chair of each such committee shall be made by the Mayor, and shall be~~
214 ~~subject to ratification by the Assembly. In making nominations for~~
215 ~~committee appointments, the Mayor shall strive to ensure, to the extent~~
216 ~~reasonably possible, that there is a balance and diversity of opinion,~~
217 ~~viewpoints, and perspective among the Assemblymembers nominated for~~
218 ~~committee membership, and that there is at least one Assemblymember~~
219 ~~nominated for appointment to each committee who has expertise in the~~
220 ~~areas assigned to the committee.~~

221 ~~(e) Each year following the regular municipal election, all Assemblymembers~~
222 ~~will be given an opportunity to indicate in writing which of the standing~~
223 ~~committees they request to serve on. At least two of the nominations for~~
224 ~~appointment for each standing committee shall be made from those~~
225 ~~Assemblymembers, if any, who have requested to serve on the committee~~
226 ~~for which the appointments are to be made. The nomination for~~
227 ~~membership and chair positions shall be made by the Mayor and ratified by~~
228 ~~the Assembly within seven days of the second meeting after the~~
229 ~~certification of the regular municipal election each year. All committee~~
230 ~~members shall be appointed to serve for a term expiring upon ratification~~
231 ~~by the Assembly of the committee appointments following the next regular~~
232 ~~municipal election. All committee members serve at the pleasure of the~~
233 ~~Assembly.~~

234 (d) A standing committee may at the call of its chair or the vote of its
235 membership take up any matter within the scope of its charge established
236 by these rules and not pending as legislation authorized by the Assembly.
237 Matters not within the scope of any standing committee, or within the
238 scope of more than one standing committee shall be assigned by the Mayor.

239 (e) Each committee shall refer information to and coordinate activities with
240 other appropriate committees. Issues referred to another committee and
241 any directions to the Manager must have the concurrence of a majority of
242 the committee members.

- 243 2. Human Resources Committee. The Human Resources Committee (HRC) may
244 take up issues relating to the health and wellbeing of Juneau citizens and their

participation in local government. The duties of the Human Resources Committee shall include:

- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
- (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;
- (c) Reviewing and proposing amendments to these rules;
- (d) Reserved. Undertake a periodic review of all advisory boards.
- (e) Reserved.
- (f) Membership for Certain Appointments. The full Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the full Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee (AFC) may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. The AFC is treated as a work session unless otherwise noted. The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
4. Committee of the Whole. The Committee of the Whole (COW) may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The COW is treated as a work session unless otherwise noted. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.
5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee (LHED) may take up issues relevant to the lands, housing, economic development, water or air within the City and

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

- 287 (a) The preparation and revision of a land management plan and the
288 acquisition and disposal of CBJ lands;
289 (b) The administration of the lands fund and the mineral holdings of the CBJ;
290 (c) Implementation of the Long Range Waterfront Development Plan, and
291 issues relating to use and development of the CBJ waterfront;
292 (d) Promotion of improved housing availability in the City and Borough; and
293 (e) Promotion of a vibrant and diverse local economy.

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

- 297 (a) Making recommendations to the Assembly regarding the capital
298 improvement program required by Charter section 9.2 and other capital
299 improvement plans and lists;
300 (b) Advising each newly elected Assembly of unfinished capital projects to be
301 continued;
302 (c) Making recommendations to the Assembly regarding the preparation and
303 revision of an areawide transportation plan;
304 (d) Making recommendations related to energy efficiency, renewable resources,
305 waste reduction and recycling, global warming, and green building.

306 7. Special Committees. Nominations for special committee appointments
307 (including task force/ad hoc committees) and the chair position of each special
308 committee shall be made by the Mayor, and shall be subject to ratification by
309 the Assembly. In making nominations for special committee appointments, the
310 Mayor shall strive to ensure, to the extent reasonably possible, that there is a
311 balance of opinion, viewpoints, and perspective among the Assemblymembers
312 nominated for committee membership, and that there is at least one
313 Assemblymember nominated for appointment to each such committee who has
314 expertise in the areas assigned to the committee. All members shall serve at the
315 pleasure of the Assembly.

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

322 E. Quorum of Committees. It shall be the general practice to establish committees
323 with an odd number of members. ~~For the Committee of the Whole and the Finance~~
324 ~~Committee, a~~ A majority of the membership shall constitute a quorum. ~~For committees with~~

~~seven or eight members, four of the membership shall constitute a quorum, for committees with four, five, or six members, three of the membership shall constitute a quorum.~~

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

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

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

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

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board

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

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

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

RULE 7. DEBATE.

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall

endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

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

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is (907) 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

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

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

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body

442 6. Question of personal privilege

444 **RULE 10. CLERICAL ERRORS.**

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

449 **RULE 11. VOTE REQUIRED.**

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

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

461 **RULE 12. PARLIAMENTARIAN.**

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

465 **RULE 13. SESSIONS.**

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

469 **RULE 14. PUBLIC PARTICIPATION.**

- 470 A. Public participation shall be permitted on all items on the agenda, except public
471 participation is not allowed on the following:
 - 472 i. for committee meetings advertised as work sessions only;
 - 473 ii. items before the body for information purposes only;
 - 474 iii. quasi-judicial items (i.e. appeals) after the body decided to accept the quasi-
475 judicial item for further consideration (CBJC 01.50.030(e)(1)). Public
476 participation—including by named parties—is authorized to aid the body in
477 deciding whether to accept an appeal, but public participation—including by
478 parties—is prohibited after the body makes the acceptance decision. This limited

public participation rule is necessary to protect the due process rights of the parties.

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

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

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

RULE 15. RECONSIDERATION.

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

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

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

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

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

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

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

RULE 16. REMOTE PARTICIPATION.

When a meeting is conducted entirely remotely (i.e. video conferencing technology), then

all members are expected to attend remotely. The following apply to meetings that are held completely in-person or as a hybrid (partially in-person and partially remotely):

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

B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

N. As used in these rules, "remote" means any system for synchronous two-way voice

communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

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

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

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

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

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

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

Section 2. Repeal of Resolution. Resolution No. 2976 and 4024 are repealed.

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

Adopted this ____ day of _____ 2026.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

ATTACHMENT A

Presented by: Assemblymember Brooks
Presented:
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. XXXX vCOW

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

ATTACHMENT A

- 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

ATTACHMENT A

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

RULE 2. MEETINGS.

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

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

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

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

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

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

ATTACHMENT A

RULE 4. LEGISLATION.

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

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

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

RULE 5. COMMITTEES.

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

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

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Except as set forth in Rule 14, public testimony on agenda items will be provided for at standing committee meetings unless otherwise noticed by the chair of the committee at the time of packet publication, or earlier.

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

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

ATTACHMENT A

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:

ATTACHMENT A

- 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;

ATTACHMENT A

- (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;
- (d) Promotion of improved housing availability in the City and Borough; and
- (e) Promotion of a vibrant and diverse local economy.

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

- (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
- (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
- (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;
- (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming, and green building.

7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance 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 such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

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

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

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

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

ATTACHMENT A

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

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

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

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board

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

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

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

RULE 7. DEBATE.

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

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

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

ATTACHMENT A

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT A

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

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

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

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

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

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

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

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

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

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

ATTACHMENT A

RULE 11. VOTE REQUIRED.

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

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

RULE 12. PARLIAMENTARIAN.

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

RULE 13. SESSIONS.

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

RULE 14. PUBLIC PARTICIPATION.

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

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

~~ii. i.~~ items before the body for information purposes only;

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

B. A time for public testimony on agenda items will be provided for at all standing committee meetings listed in Rule 5 unless noticed otherwise by the chair of the committee at the time of packet publication, or earlier. The time limit for public comment at committee meetings will be 10 minutes, unless extended by a majority of the body.

ATTACHMENT A

439 ~~B. C.~~ Despite the prohibitions in Rule 14.A, the committee chair or majority of the body
440 may authorize public participation ~~on a specific agenda item~~ on informational items when in
441 the best interest of the community.
442

443 ~~C. D.~~ Public participation shall be permitted on a motion to recess into executive session
444 prior to the vote on such a motion.
445

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

451 **RULE 15. RECONSIDERATION.**

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

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

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

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

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

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

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

473 **RULE 16. REMOTE PARTICIPATION.**

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

477 A. A member may participate remotely in an Assembly meeting, or an Assembly
478 Committee meeting, if the member declares that circumstances prevent physical attendance

ATTACHMENT A

at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall preside. If a committee chair chooses to participate remotely, they should designate an alternative committee member to chair the meeting unless the entire meeting is held remotely.

B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public

ATTACHMENT A

observance and participation, when allowed, of the public meeting:

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

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

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

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

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

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

Adopted this _____ day of _____, 2026.

Beth A. Weldon, Mayor

Attest:

Breckan L. Hendricks, Municipal Clerk

ATTACHMENT C

Presented by: The Manager
Presented:
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. XXXX vCOW

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

ATTACHMENT C

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

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

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

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

RULE 1. AGENDA.

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

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

ATTACHMENT C

XIII. Staff Reports

XIV. Assembly Reports

A. Mayor's Report

B. Committee, Liaison Reports, Assemblymember Comments and Questions

C. Presiding Officer Reports

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

XVI. Executive Session

XVII. Supplemental Materials

XVIII. Adjournment

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

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

1. Ordinances for introduction;

2. Resolutions;

3. Bid awards requiring Assembly concurrence; and

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

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

RULE 2. MEETINGS.

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

ATTACHMENT C

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

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

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

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

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

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

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

RULE 4. LEGISLATION.

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

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

ATTACHMENT C

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

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

RULE 5. COMMITTEES.

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

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

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

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

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

1. Standing Committees.

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

ATTACHMENT C

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. 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.

— 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.

(e) — 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)(c) 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)(d) 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 (HRC) may take up issues relating to the health and wellbeing of Juneau citizens and their

ATTACHMENT C

participation in local government. The duties of the Human Resources Committee shall include:

- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
- (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;
- (c) Reviewing and proposing amendments to these rules;
- (d) ~~Reserved.~~ Undertake a periodic review of all advisory boards.
- (e) Reserved.
- (f) Membership for Certain Appointments. The full Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the full Committee and the Human Resources chair shall serve as chair at these meetings.

3. Finance Committee. The Finance Committee (AFC) may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. The AFC is treated as a work session unless otherwise noted. The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
4. Committee of the Whole. The Committee of the Whole (COW) may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The COW is treated as a work session unless otherwise noted. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.
5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee (LHED) may take up issues relevant to the lands, housing, economic development, water or air within the City and

ATTACHMENT C

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

- (a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;
- (b) The administration of the lands fund and the mineral holdings of the CBJ;
- (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;
- (d) Promotion of improved housing availability in the City and Borough; and
- (e) Promotion of a vibrant and diverse local economy.

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

- (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
- (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
- (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;
- (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming, and green building.

7. Special Committees. Nominations for special committee appointments (including task force/ad hoc committees) and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance 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 such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

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

E. Quorum of Committees. It shall be the general practice to establish committees with an odd number of members. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with

ATTACHMENT C

325 ~~seven or eight members, four of the membership shall constitute a quorum, for committees~~
326 ~~with four, five, or six members, three of the membership shall constitute a quorum.~~

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

329 G. Role of Board Liaison. Board liaisons shall be recommended by the board to the
330 Assembly for approval. Any board liaison to an Assembly committee should sit with the
331 committee at all times. A board liaison may have the right to participate in committee
332 discussions at the pleasure of the chair of the Assembly committee except that Assembly
333 members of the committee shall have priority in obtaining the floor. Only Assembly
334 members on the committee may vote.

335 336 **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

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

339 Planning Commission

340 Hospital Board

341 Docks and Harbors Board

342 Airport Board

343 School Board

344 Ski Area Board

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

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

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

358 359 **RULE 7. DEBATE.**

360 A. Speaking on the Question. A member or the Manager may speak more than once to
361 the same question at the same stage of proceedings provided that priority of access to the
362 floor shall be given to members who have not spoken on the question. Members shall

ATTACHMENT C

endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

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

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

RULE 8. RULES OF PUBLIC PARTICIPATION.

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

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

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

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

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

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

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

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

ATTACHMENT C

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

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

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

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

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

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

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

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 and A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is **(907) 586-5278** **TDD 586-5351**, e-mail: city.clerk@juneau.gov.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

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

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

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body

ATTACHMENT C

6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

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

RULE 11. VOTE REQUIRED.

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

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

RULE 12. PARLIAMENTARIAN.

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

RULE 13. SESSIONS.

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

RULE 14. PUBLIC PARTICIPATION.

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

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

ATTACHMENT C

parties—is prohibited after the body makes the acceptance decision. This limited public participation rule is necessary to protect the due process rights of the parties.

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

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

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

RULE 15. RECONSIDERATION.

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

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

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

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

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

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

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

RULE 16. REMOTE PARTICIPATION.

ATTACHMENT C

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

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

B. Reserved.

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT C

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

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

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

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

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

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

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

Section 2. Repeal of Resolution. Resolution No. 2976 and 4024 are repealed.

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

Adopted this _____ day of _____, 2026.

Beth A. Weldon, Mayor

ATTACHMENT C

598 Attest:

599

600

601

602 Breckan L. Hendricks, Municipal Clerk

603