The City of Thorne Bay

City Council, Boards & Commissions

Meeting Process & Policy



Prepared by the City Clerk’s Office February 13, 2019

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<http://www.thornebay-ak.gov>

# THE CITY COUNCIL

The governing agency for the City of Thorne Bay is the City Council. The Council is comprised of seven-members elected at large by the general public, to serve three year overlapping terms. Municipal elections are held the first Tuesday following the first Monday in October of each year. In the event a councilmember cannot fulfill his/her term as elected, the City Council may appoint a resident to serve the remainder of the unexpired term of that councilmember.

The Mayor is selected by the Council from within the City Council, for a term of two years. The City of Thorne Bay has a "Strong Mayor" form of government. The Mayor has the same legislative powers as other members of the Council and is the Chief Executive Officer and Chief Administrative Officer for the City.

The Council sets policies, passes laws and establishes the budget. The budget covers the fiscal year, July 1 through June 30. The City Council meets the first and third Tuesdays of the month, except in October where meeting must align with city elections.

In Thorne Bay’s form of government, the Council collectively hires the City Administrator, City Clerk/Treasurer and City Attorney who serve at the pleasure of the Council. The Council also appoints the EMS Director, Fire Chief and Village Public Safety Officer (VPSO). The Mayor or Mayor Designee hires or appoints all other municipal personnel. The Mayor may delegate authorities granted to him under the Municipal Code to a City Administrator or another designated employee when the administrator position is vacant.

The City has a Planning Commission, Strategic Planning Committee, Roads Commission and a Harbor Commission that advise the Council on various topics throughout the year. In the absence of a committee the City Council fulfills the duties and responsibilities granted the committees.

The purpose of this policy manual is to provide a guide for running effective City Council meetings, and the policy for which City Council actions are recorded.

All Council meetings are conducted in compliance with the Alaska Open Meetings Act, which requires legislative bodies to hold their meetings in public except under specific circumstances where closed sessions are authorized. Thorne Bay Municipal Code Chapter 2.04-City Council outlines the rules of conduct for City Council meetings.

Types of

Meetings

# THE AGENDA

# Council-Agenda600x290

Agendas for City Council meetings are posted at City Hall, 120 Freeman Drive, Thorne Bay, AK 99919, US Forest Service Office Buildings, Thorne Bay School & SISD Office, The Port, Thorne Bay A&P Market and on the City website at least 72 hours (three days) before every regular meeting.

The complete agenda packet is available online at [www.thornebay-ak.gov/](http://www.thornebay-ak.gov/) and copies are available for review at City Hall, 120 Freeman Drive.

An agenda packet and copies of the agenda are available at the entrance door of the Council Chambers during the meeting.

# ORDER OF BUSINESS

### Call to Order/Roll Call

The Mayor or Presiding Officer shall call the meeting to order and state the date and time of the meeting for the record. The Clerk will perform a roll call and the Mayor will determine the quorum status.

### Administrative/Office Report

Mayor will request the City Administrator and City Clerk provide their staff reports.

### Public Comment:

This is the opportunity for the public to speak in reference to items on the agenda-if no one wants to speak in reference to items on the agenda then open to general comments. Reference “Addressing the City Council During the Meeting” for details on this policy.

### Council Comment:

The Council shall respectively address the Mayor when requesting to speak per the Thorne Bay Municipal Code 2.04.200. All Council comment is between Council member and/or staff. The Council may request clarification or comment on a specific agenda item from the council or staff acting through the Mayor. THIS IS NOT TIME FOR DEBATE, DISCUSSION OR COMMENTS FROM OR WITH THE PUBLIC ON ANY ISSUE

### Consent Agenda

The Consent Agenda consists of matters that are routine in nature, such as minutes, budgeted agreements and resolutions. They are approved under one blanket motion, with the exception of items that are pulled off by Councilmembers for discussion. Those items are considered separately after the Consent Agenda is approved.

### New Business/Unfinished Business/Introduction Ordinances/ Special Items

[(Follow procedure for actionable items for the City Council)](#_PROCEDURE_FOR_ACTIONABLE)

These are items of a significant nature requiring an oral staff report and City Council discussion. The City Council will NOT accept public comment at the time the item is considered.

### Ordinance for Public Hearing:

## [See public hearing procedure policy](#_Public_Hearings)

### Ordinance for Introduction:

[(Follow procedure for actionable items for the City Council)](#_PROCEDURE_FOR_ACTIONABLE)

Continuation of Public Comment:

[(Follow procedure for Addressing the City Council During the Public Meeting)](#_ADDRESSING_THE_CITY)

Continuation of Council Comment:

ADJOURNMENT:

## Mayor will adjourn the meeting stating the time for the record.

# PUBLIC COMMENT OPPORTUNITIES:

# ADDRESSING THE CITY COUNCIL DURING THE MEETING

The City Council encourages public participation in the decision-making process and appreciates when residents bring issues of community concern to their attention.

Comments are limited to no more than **3 minutes per speaker**, but that time limit may be reduced at the Mayor’s discretion if there are numerous speakers on a particular item.

To ensure efficient proceedings, those desiring to speak are requested to complete a speaker card, which can be found on the back counter, and submit it to the City Clerk prior to, or if necessary, prior to the time the item is heard.

* When the Mayor calls your name, step up to the podium and state your name and City of residence;

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Speak directly into the microphone and address the Council, not the audience.

Use the clock to the right of the City Council podium as your guide to adhering to time limit;

All speakers are expected to be truthful in their comments to the best of their knowledge and ability.

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# PROCEDURE FOR ACTIONABLE ITEMS

### Mayor Entertains Motion:

* Mayor will entertain a motion to approve the item under new business.

### Motion Requires First and Second

* Motion requires a “FIRST” and a “SECOND”.
* Mayor opens the item for discussion from the City Council only.

### THIS IS NOT TIME FOR DEBATE WITH THE SPEAKER AND/OR THE PUBLIC

* + - COUNCIL MAY INTERACT WITH STAFF AT ANY TIME ON AGENDA ITEMS
* Mayor calls for the question (Mayor calls for the Council to Vote)

# PUBLIC REQUESTED AGENDA ITEMS

A person that has requested an item be placed on the agenda may speak on that item when called upon by the Mayor.

* Presenter should limit presentation to 10 minutes if possible
* Additional time may be granted by the Mayor and approved by the City Council, prior to the presentation, if a person will be speaking on more than one specific agenda item
* Comments shall be directed to the City Council not the public
* The City Council may request clarification on items presented by the speaker.

# GENERAL PUBLIC COMMENT



The public is welcome to address the Council on Agenda items and any item within the jurisdiction of the City Council not listed on the agenda during the Public Comment section of the Agenda. Public Comment occurs directly before the Consent Agenda is approved and again at the end of the meeting prior to adjournment. **Any written materials submitted to the City Council are public record under the Public Records Act.**

# PUBLIC HEARINGS

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In general, a Public Hearing is an item of open consideration heard within a Regular Meeting, for which special notice has been given. Public Hearings are required on specific items, such as zoning changes, appeals, and proposed budget and fee changes.

After the Mayor opens the Public Hearing, the staff report is presented. The applicant and appellant (if applicable) speak following the staff report and then any concerned individual is able to offer support or present protests on the matter under consideration.

The City Council will close the Public Hearing, discuss the matter and render its decision. Occasionally, the Public Hearing may be continued to another meeting.

# PROCEDURE FOR PUBLIC HEARINGS

Mayor (or Clerk) reads the Ordinance title into the record

* City Clerk and/or Administrator provides staff report
* councilmembers may question staff through the Mayor
* **NO** council discussion at this time
* The Mayor or Sponsor of the Ordinance may provide an overview of the Ordinance
* 10-minute time limit (Sponsor)
* councilmembers may question the sponsor through the Mayor.
* **NO** council discussion at this time
* Mayor opens the public hearing
* 3 minutes per person for members of the public
* Members of the public may only speak to the public hearing item up for discussion
* Ask members of the public to give their name, community, or whom they are representing.
* 7 minutes per person for representatives of a state agency, city or borough official, or a recognized representative of a community council
* Councilmembers may question members of the public if allowed by the Mayor.
* NO council discussion at this time
* Mayor invites the sponsor (if applicable) to respond to questions/statements from the public
* 10-minute time limit
* councilmembers may question the sponsor on the ordinance
* NOcouncil discussion at this time
* NO discussion between the applicant and the public.
* Mayor closes the public hearing
* Mayor asks the council for a motion to approve the Ordinance
* discussion moves to the council
* 4 affirmative votes are necessary for approval of the proposed action

# TYPES OF COUNCIL ACTION

### Motion

* A motion indicates Council approval for a procedural action. Generally, a motion is made by one Councilmember and seconded by another, and then the Council votes on the action. Votes are taken by roll call.

### Proclamations

* A proclamation is an item of the Council’s support on various state and local activities or recognition of individuals or organizations for their work. Proclamations are usually presented during the Announcements and Introductions portion of the Agenda.

### Resolutions

* A resolution constitutes an official written action or decision of the Council and becomes effective upon adoption.

### Ordinances

* Ordinances are the laws of the City and are the most binding form of action taken by the City Council. An ordinance (except Emergency Ordinance) is introduced at one meeting and adopted at a second meeting. Generally, the ordinance becomes effective immediately upon adoption, unless specified otherwise within the ordinance.

# GUIDELINES FOR MEETING MINUTES



The key skill that a minute-taker needs is the ability to record the message, not the words. “Minutes are not a record of what was said. They are a record of what was discussed”.

Gutmann (Taking Minutes of a Meeting)

(Robert’s Rules of Order Newly Revised, 11th edition, (RONR)).

Thorne Bay records “summary minutes” of actions taken at a council meeting. Minutes are not typed verbatim, however if the public wishes to have their comments included in the permanent record, they shall provide the City Clerk with a copy of their speaker card completed with their comments.

Speaker cards are **NOT** included in the official minutes, but are included into a separate meeting file which contains supplemental information pertaining to items on the agenda.

Minutes of the Thorne Bay City Council Meetings should include, but are not limited to:

* Title of the board/commission/committee
* Date & Time Meeting Began
* Time of adjournment
* Where the meeting took place
* A list of those members in attendance and whether an absent member is excused or unexcused
* Motions that were made in the meeting *and*
  + The disposition (whether it passed or failed)
  + Amendments to the motion
* If public comment was made
* If the version is “draft” or “final”
* Name and title of whom wrote the minutes
* Appropriate Signatures e.g. chair, clerk or secretary
* A header or footer *with*
  + Title of the board/commission/committee
  + Date of the meeting
  + Page number (best to use the format for page number like this:

page of \_\_\_)

### DRAFT MINUTES

Minutes prepared by the clerk are not final until approved by the City Council. If distributed, they should be clearly marked as “draft”. Draft minutes can be amended by the majority of the group at a public meeting.

 **FINAL MINUTES**

Final minutes are minutes that have been approved by the majority of the group and thus becomes the official record of the meeting. Once they are approved by the body, a clean copy should be prepared that omits the word “draft” and includes, if applicable, the appropriate signature(s).

If minutes are prepared for a board, commission or committee other than that of the City Council, the secretary or clerk for that board, commission or committee should email the final minutes to the City Clerk. The City Clerk will then retain a permanent copy, post them on the City’s website and emails a copy to the City Council.

Minutes should be taken during a **regular meeting** or **special meeting,** however minutes should **NOT** be taken when in:

* Executive session
* Work session *and/or*
* Special committee

# AUDIO RECORDS & MEETING MINUTES POSTING

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### Audio Recording of Meetings

### INTRODUCTION

## Purpose

The purpose of this policy is to outline the arrangements for audio recordings of Regular and Special Council meetings.

* 1. Scope

This policy applies to regular and special Council meetings of the Thorne Bay City Council, open to the public.

### 2. POLICY OBJECTIVES

* To specify the arrangements for audio-recordings of all regular and special Council meetings and;
* To specify the arrangements for providing access to audio recordings.

### 3. BACKGROUND

* Minutes of City Council regular and special committee meetings are required to be kept. Minutes are the official record of the actions taken at a regular or special meeting. Minutes should be available for approval at the next available regular meeting of the City Council.
* Whilst there is no obligation to do so, the City Clerk will make all efforts to post the audio recording (if available) of all regular and special meetings to the City Website within 3 business days following the regular or special City Council meeting.
* Audio recording will be available for a minimum of 2-weeks.
* The published minutes of Council regular and special meetings will remain the official record of proceedings and decisions.

### 4. GOVERNANCE

* The City Clerk’s Office and the City Council are responsible for monitoring the currency and viability of this policy and updating it when required.
* The City Clerk’s office will review the policy for any necessary amendments not later than four months after its formulation and will continue review of the policy annually on or about July of each year.

### [Additional Resources](https://www.commerce.alaska.gov/web/dcra/LocalGovernmentOnline/LocalGovernmentElectedOfficials/OpenMeetingsAct.aspx)

**Publications:**

* Perkins Coie, [Alaska's Open Meetings Law](https://www.commerce.alaska.gov/web/Portals/4/pub/Alaska's%20Open%20Meetings%20Law.pdf), by Gordon Tans, October 2002, 3rd Edition
* [A Primer for City Council Members](https://www.commerce.alaska.gov/web/Portals/4/pub/A_Primer_For_City_Council_Members.pdf)
* [The Mayor's Handbook: A Primer for Small City Mayors](https://www.commerce.alaska.gov/web/Portals/4/pub/A_Primer_For_City_Mayors.pdf)
* Ann McFarlane, Jurassic Parliament: Mastering Meetings Using Robert’s Rules
* [AS 40.25.110. Public Records Open to Inspection and Copying; Fees](http://www.touchngo.com/lglcntr/akstats/statutes/title40/chapter25/section110.htm).
* <http://www.touchngo.com/lglcntr/akstats/statutes/title40/chapter25/section110.htm>