

**An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to clarify the procedure for assembly agenda preparation.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Subsection 2.60.120. Subsection 2.60.120 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**2.10.030 Agenda.**

A. Regular and Special Assembly Meetings. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the assembly shall be delivered to the clerk by the deadlines stipulated in the current assembly-approved agenda preparation schedule. The ~~clerk~~ **mayor**, with assistance from the ~~clerk~~ **mayor and manager**, shall arrange a list of such matters according to the order of business and **prepare an electronic agenda packet to be available for** ~~the clerk shall furnish each member of the assembly, the mayor, manager,~~ **department heads, and other interested parties** and chief fiscal officer with a copy of the same in packet form five **no less than four** calendar days in advance of the assembly meeting. ~~Packets may also be prepared as necessary for other officers, department heads, and members of the press or other interested parties.~~

B. Work Sessions. Any matter to be considered by the assembly in work sessions shall be listed in agenda form by the clerk and be given to the assembly at least 48 hours prior to said work session. Any written material for the assembly's use during the work session shall be furnished by the clerk to the assembly, mayor and manager and any other interested officer, department head or person as directed by the mayor. Reasonable public notice for work sessions of the assembly shall be given.

C. Consent Agenda. The following may be included under a consent agenda:

1. Ordinances for introduction;
2. Resolutions; and
3. Other items requiring assembly action which do not involve substantial public policy questions.

Included with the agenda shall be such supplemental information as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for assembly action on each item. Prior to approval of the consent agenda, members of the assembly and other interested persons shall be provided an opportunity to request removal of an item from the consent agenda. If an item is removed, it shall be placed under the appropriate regular agenda item for assembly consideration. Upon adoption of a motion to approve the consent agenda, all consent agenda items are adopted, and minutes of the meeting shall reflect the action taken on each item.

Haines Borough  
Ordinance No. 15-12-424  
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ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

ATTEST:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Referred to GAS Committee: 12/01/15  
Date Introduced: \_\_\_/\_\_\_/\_\_\_  
Date of First Public Hearing: \_\_\_/\_\_\_/\_\_\_  
Date of Second Public Hearing: \_\_\_/\_\_\_/\_\_\_