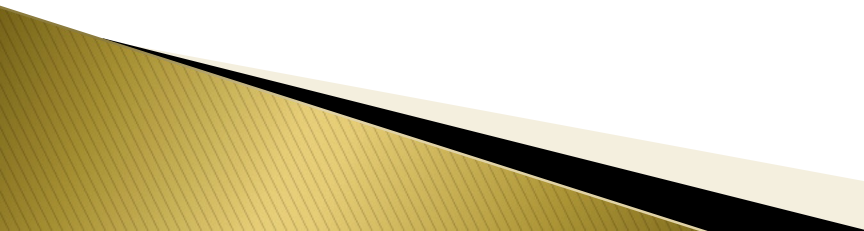


Advisory Board Training 2024



Purpose of Committees

- ▶ Committees help the Assembly by considering and proposing policies and laws that affect Haines Borough residents.
 - ▶ Committees hear and consider the input from a diverse cross-section of Haines residents and stake-holders, including the public, and make recommendations to the Assembly.
 - ▶ Research and explore a specific or focused issue for presentation to the Assembly.
- 

Board Authority...

- ▶ Charter, Code and Bylaws
- ▶ “Advisory” means...
- ▶ A board by any other name...
- ▶ What a board **MAY NOT** do...

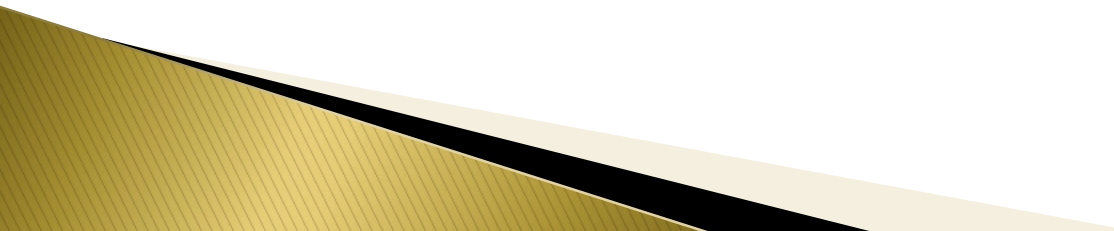


Board Member Appointments...

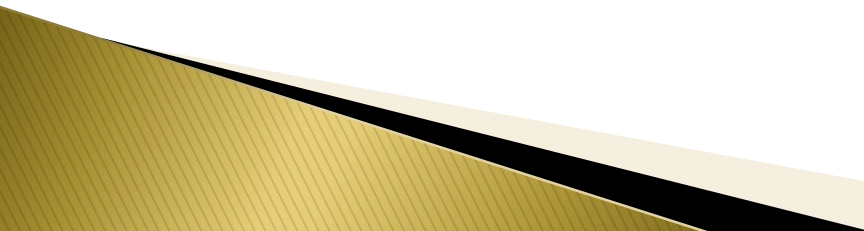
- ▶ **Requirements**
- ▶ **Considerations**
- ▶ **Mechanics**
- ▶ **Ex-Officio Members**
- ▶ **Assembly Liaisons**



Advisory Board Officers

- ▶ Per HBC 2.60.020– the committee shall appoint one of its members as chair for a term to be fixed by the committee.
 - ▶ The Chair may still make motions and must still vote.
 - ▶ There shall also be a deputy chair to act in the absence of the chair, or the inability of the chair to act.
- 

Role of Officers

- ▶ In addition to running the meeting, the chair is responsible for setting the agenda and communicating with the Clerk's office.
 - ▶ In addition to acting as the chair when the chair is not available, the Deputy Chair is usually called upon by the chair to make procedural or parliamentary motions.
- 

Meetings

- ▶ Regular meetings will be held at such time and place as may from time to time be designated by the committee, but meetings need not be held if no business is pending (HBC 2.60.070).
- ▶ A schedule showing the time and date and place of the meeting shall be publically posted at least 3 days prior to the meeting.

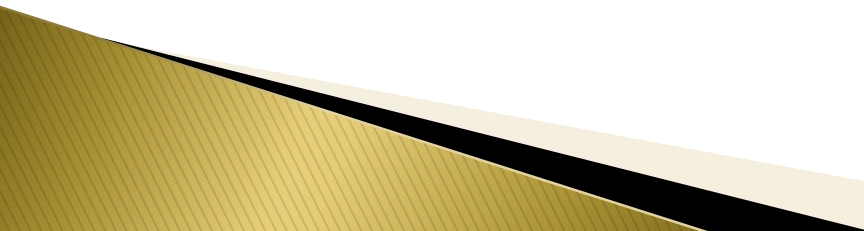
An Effective Board Member...

- Comes to meetings
- Reviews agenda; does homework
 - Is not a single issue member
 - Takes part in debate
 - Knows all sides of issues
 - Relies on facts, not opinions
 - Does not micromanage
- Maintains good relations with staff
 - Understands the basic rules
- Becomes acquainted with borough code

Removal from the Board

- ▶ Haines Borough Charter 5.06(B) provides:
Persons appointed by the mayor serve at the pleasure of the mayor.
- ▶ Failure to attend three consecutive meetings without excuse (HB 2.60.050).
- ▶ Failure to attend a majority of meetings during any calendar year without excuse.
 - A member intending to be absent shall request to be excused by the Chair in advance of the meeting.
- ▶ HB Code Section 2.62.020 compels the mayor to remove committee members from the board if the above applies.

Seat Terming

- ▶ If you would like to remain on the board, apply for reappointment.
 - ▶ If your seat has not been replaced, you may continue to attend and vote (so that the board may continue to act).
 - ▶ Understand that you might not be reappointed if there are others who have applied to be on the board. The Mayor strives for diversity on each board.
- 

Filling a Vacancy

- ▶ Let the Clerk know there is a vacancy so that it can be advertised.
- ▶ Solicit applications.
- ▶ Provide completed applications to members prior to the scheduled meeting.
- ▶ If the committee can seat a quorum, discuss applicants during the noticed meeting; allow time for applicants to speak.
- ▶ If there are more applicants than seats available, may utilize the scoring rubric.

Scoring Tool for Applications

Score Sheet Template

Please rank the following applicants between your first and last choice (1-5) to fill three seats, where 1 is your first choice and 5 is your last choice.

APPLICANT	RANK (1-5)	SCORE (Staff Only)
Annie Applicant		
Bill <u>Boardmember</u>		
Colin Commissioner		
<u>Merna Meeting</u>		
Ian Involved		

Scoring Weight: 1 = 50 points; 2 = 40 points; 3 = 30 points; 4 = 20 points;
5 = 10 points

Please note any specific **reasons** for your top three choices:

Choice #1: _____

Choice #2: _____

Choice #3: _____

Please return score sheet to the Deputy Clerk.

Report of Recommendation



Haines Borough
**REPORT OF
RECOMMENDATION
FOR APPOINTMENT**

DATE:

TO: Haines Borough Mayor

FROM: xxxx Board

RECOMMENDATION FOR APPOINTMENT:

[put motions and voting results here]

RATIONALE:

[outline the board's reasons here...attach more information, if necessary]

MAYORAL REQUEST:

[Put here specifically what the board wants the mayor to do]

SUBMITTED BY _____ (signature)

[Usually the Board Chair]

Borough Website

Getting Started | New Bookmark | IAP Incident Command | Haines COVID Test Re... | COVID Screening Form | PFD List

HAINES BOROUGH


THE ADVENTURE CAPITAL OF ALASKA

- Haines Borough**
DEPARTMENTS & SERVICES
- Community**
RESIDENTS & VISITORS
- How Do I?**
RESOURCES & CONTACTS
- Business**
PLANNING & DEVELOPMENT

I'm looking for...

News & Updates

- Calendar
- Borough Code
- Employment
- Online Payments
- Forms
- Parcel Viewer
- Visitors

 Home Staff Login Intranet
Haines Borough | P.O. Box 1209 | Haines, AK 99827 | 907-766-6400

a municode design

Boards and Committees Webpage

HAINES BOROUGH Alaska

Overcast, 51 °F

Community Government How Do I... Connect

Search

Page *Boards & Commissions* has been updated.

View Edit Revisions Clone content

Home » Government

Boards & Commissions

--->Click [HERE](#) for **Assembly Standing Committee Information** (Finance, Gov Affairs & Services, Personnel, and Commerce)

The following boards, committees and commissions act in an advisory capacity to the mayor, manager and assembly. The ones with asterisks currently have vacancies. To request appointment, please contact the borough clerk.

Board Appointment Application Form

- Chilkat Center Advisory Board*
- Code Review Commission
- Library Advisory Board*
- Museum Board of Trustees*
- Parks & Recreation Advisory Committee
- Planning Commission
- Port & Harbor Advisory Committee*
- Public Safety Commission
- School Board
- Tourism Advisory Board

Ad Hoc Committees (appointed for a limited time for a specific task)

- Solid Waste Working Group
- Heli-Ski Map Committee **TERMED**
- Mobile Commercial Business Committee **TERMED**
- Waterfront Aesthetics Subcommittee

Boards and Commissions

- Agendas/Minutes
- Requests for Assembly Action
- Chilkat Center Advisory Board
- Code Review Commission
- Fire Service Area Boards
- Library Board of Trustees
- Museum Board of Trustees
- Parks and Recreation Advisory Committee
- + Planning Commission

Windows taskbar: Google, File Explorer, VLC, Chrome, Word, PowerPoint, System tray (network, volume, power)

Committee Webpage

The screenshot displays the Haines Borough Alaska website. At the top, the header includes the text "HAINES BOROUGH Alaska" and a Facebook icon. Navigation links for "Home", "Contact Haines", and "My Dashboard" are visible. A weather widget shows "Overcast, 53 °F". The main navigation menu contains "Community", "Government", "How Do I...", and "Connect". A search bar is located in the top right. The central content area features a "Code Review Commission" article with a group photo of people. The article text states: "Mayor Hill received 12 applications in response to a call for interested persons to serve on this new board. She was pleased with the diversity represented in the applications and appreciates all who put their names forward for this new group. This advisory board was recently created by the borough assembly by adoption of Ordinance 16-05-435. The purpose of the Code Review Commission is to review and recommend changes to the Haines Borough Code. Reference: HBC 2.51 & 2.60. Reference: HBC 2.51 & 2.60. The purpose of the Code Review Commission is to review and recommend changes to the Haines Borough Code to: Achieve common goals, to support individual rights, to form a more responsive government, and to secure maximum control of local affairs; Retain control over the affairs of government; and Enjoy life without unnecessarily restrictive or arbitrary laws or regulations. Board meetings are open to the public and are posted at least three days prior to the meeting. The posted meeting notices include the topics to be discussed." Below the article is a "Code Review Commission" table listing members: Mike Denker (denker99827@gmail.com, Term Expires 11/2019), Carolann Wooton (carolannwooton@gmail.com, Term Expires 11/2017), Don Turner Jr. (helen99827@live.com, Term Expires 11/2018), Daniel Humphrey (birchboyak@gmail.com, Term Expires 11/2019), Jerry Lapp (jlapp49@icloud.com, Term Expires 11/2017), and Deborah Vogt (d2v@usa.net, Term Expires 11/2018). On the right sidebar, there is a "Code Review Commission" section, a "Contact Information" section with links for "Edit Contact Details" and "View Full Contact Details", and an "Upcoming Events" section listing three events: "Code Review Commission 06/15/2017 - 6:00pm", "Code Review Commission 07/20/2017 - 6:00pm", and "Code Review Commission 08/17/2017 - 6:00pm". The Windows taskbar is visible at the bottom with icons for File Explorer, Chrome, Word, and PowerPoint.

HAINES BOROUGH Alaska

Home | Contact Haines | My Dashboard

Overcast, 53 °F

Community Government How Do I... Connect

View Edit Revisions Clone content

Code Review Commission

Mayor Hill received 12 applications in response to a call for interested persons to serve on this new board. She was pleased with the diversity represented in the applications and appreciates all who put their names forward for this new group.

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- Enjoy life without unnecessarily restrictive or arbitrary laws or regulations.

Board meetings are open to the public and are posted at least three days prior to the meeting. The posted meeting notices include the topics to be discussed.

Code Review Commission

Mike Denker denker99827@gmail.com Term Expires 11/2019	Carolann Wooton carolannwooton@gmail.com Term Expires 11/2017	Don Turner Jr. helen99827@live.com Term Expires 11/2018
Daniel Humphrey birchboyak@gmail.com Term Expires 11/2019	Jerry Lapp jlapp49@icloud.com Term Expires 11/2017	Deborah Vogt d2v@usa.net Term Expires 11/2018

Contact Information

- Edit Contact Details
- View Full Contact Details

Upcoming Events

- Code Review Commission
06/15/2017 - 6:00pm
- Code Review Commission
07/20/2017 - 6:00pm
- Code Review Commission
08/17/2017 - 6:00pm

Borough Calendar

Calendar | Haines Alaska

www.hainesalaska.gov/calendar

February 2017

« Prev Next »

Departments: - Any -

Boards and Commissions: - Any -

Reset

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Community Meeting Regarding Lutak Dock 5:30pm	2 Port & Harbor Advisory Committee Meeting 10:30am Code Review Commission 6:00pm	3	4
5	6 Solid Waste Working Group 3:00pm	7 Parks & Recreation Advisory Committee 5:00pm	8 Joint Assembly/School Board Meeting 6:30pm	9 Tourism Advisory Board 10:00am PC Work Session Coastal Management Plan 5:30pm Planning Commission Meeting 6:30pm	10	11
12	13	14 Assembly Meeting 6:30pm	15 Library Board Meeting 4:00pm	16 Tourism Advisory Board 10:00am Solid Waste Working Group 4:00pm Upper Lynn Canal Fish and Game Advisory Committee 4:30pm	17	18 Personnel Committee 1:00pm
19	20 BOROUGH OFFICE SWIMMING POOL CLOSED Holiday - Borough Offices	21 Committee of the Whole 4:00pm Public Safety Commission 5:30pm	22	23 Port & Harbor Advisory Committee Meeting 10:30am	24	25
26	27	28 Assembly Meeting 6:30pm	1	2	3	4

Add to Outlook (iCal) Add to Google Calendar

2:40 PM 2/27/2017

Meeting Date

Code Review Commission

Community Government How Do I... Connect

Search

View Edit Revisions Clone content

Code Review Commission

Calendar Date:
Thursday, March 2, 2017 - 6:00pm
Add to your calendar: Outlook (iCal) - Google
Back to calendar

Meeting will be held in Assembly Chambers located at 213 Haines Highway.

TOPICS:

Title 2 Items 2.04-2.06
Title 18.90 Signs for Review

Meeting Information

Agenda:

- Agenda for March 2 Meeting (16 KB)
- DRAFT Minutes from the February 2, 2017 Meeting TO APPROVE (13 KB)

Supporting Documents

- Public Notice of Meeting (posted 2-3-17) (98 KB)
- HB Code Section 2.04 Borough Officers and Employees (148 KB)
- HB Code Section 2.06 - Code of Ethics (241 KB)
- HB Code Section 18.90 Signs (225 KB)

Code Review Commission

Contact Information

Edit Contact Details
View Full Contact Details

Upcoming Events

Code Review Commission
03/02/2017 - 6:00pm

View the Code Review Commission Calendar

Resource Center

Forms Documents Services

There are no available forms.

View all Forms

2:28 PM
2/27/2017

The Public's Right to Know...

- ▶ Open Meetings Act (OMA) – AS 44.62.310
- ▶ All Meetings are Open, except Executive Sessions and Staff Meetings
- ▶ Clerk Must Post Notice
- ▶ Reasonable Notice is Required
- ▶ Unwise to Change Agenda After Posting
- ▶ Biggest Consequence: Public Distrust
- ▶ Remedy: Do over



Open Meetings Act – Public Notice

What is "reasonable" notice?

To meet the requirements of the OMA, Notice must:

- ▶ • be provided within a reasonable amount of time prior to the meeting;
- ▶ • include the date, time, and place of the meeting;
- ▶ • be posted at the principal office of the public entity, in addition to any other methods and locations stated in local ordinance; and
- ▶ • be done in the same way each time (consistent).

Open Meetings Act– What is a meeting?

- ▶ The OMA makes a distinction between the requirements for a decision-making body and an advisory body:
- ▶ **Decision-Making (Assembly/PC):** a meeting occurs when more than three members, or a majority of the members, whichever is less, engage collectively in discussion of a *subject that the body is authorized to act and set policy on (doesn't matter when or where the meeting is)*
- ▶ **Advisory Board:** a meeting is only a pre-arranged gathering to consider a matter on which the entity is *authorized to advise and assist the decision-making body (only applies to gatherings prearranged for the purpose of conducting any business of the entity)*

Creating an Agenda

- ▶ Creating a template for your meeting will save time and will provide an effective “short-cut” for the public.
- ▶ Roll Call
- ▶ *Approving of Agenda/Consent Agenda
- ▶ (Approving of draft minutes)
- ▶ Staff Updates
- ▶ Public comment
- ▶ Adjournment

Making Meetings Easier

- ▶ **Chair:** Create your Agenda at least a week in advance of the meeting; send to Clerk to post and send to members
 - Set a regular meeting schedule (ex: First Tuesday of the month at 5:00 pm at Assembly Chambers)
- ▶ **Members:** Read your packet with enough time to think about the items and conduct your own research (depending on your role)

Borough Code Online

The screenshot displays the Haines Borough Alaska website's 'Borough Code Online' section. At the top, the header reads 'HAINES BOROUGH Alaska' with a mountain range background. Below the header is a navigation bar with icons for Home, Contents, Track, Share, and Settings. A search bar is positioned below the navigation bar. Three main categories are highlighted with icons: Municipal Code (book icon), Charter (book icon), and Ordinances (folder icon). The 'Municipal Code' and 'Charter' sections are expanded to show their respective contents.

HAINES BOROUGH Alaska

Home Contents Track Share Settings

Search

Municipal Code Charter Ordinances

Municipal Code	Charter
<ul style="list-style-type: none">1 General Provisions2 Administration and Personnel3 Revenue and Finance5 Business Licenses, Permits, and Regulated Activities6 Animals7 Service Areas8 Health and Safety9 Public Peace, Morals, and Welfare10 Vehicles and Traffic11 Elections <p>View All →</p>	<ul style="list-style-type: none">Preamble and Bill of RightsI Name and BoundariesII The Assembly and the Legislative BranchIII LegislationIV Initiative and ReferendumV Executive BranchVI PowersVII EducationVIII PlanningIX Finances <p>View All →</p>

How to Read a Code Citation

HBC 12. 20. 020 (B)



Title



Chapter



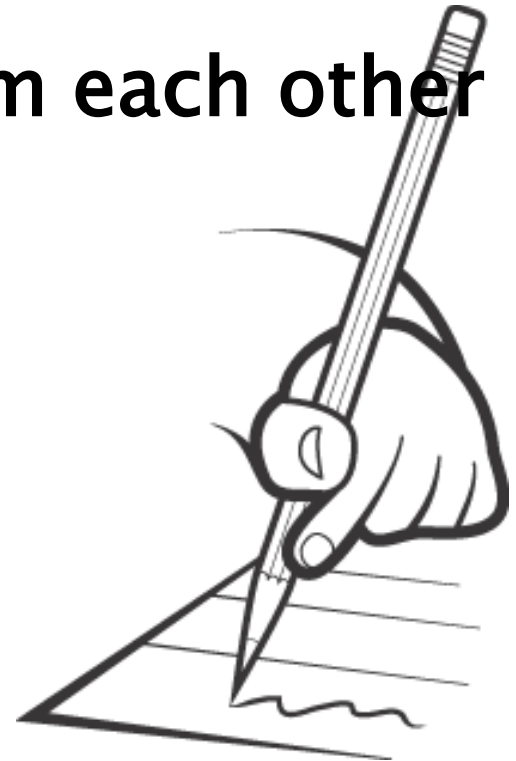
Section



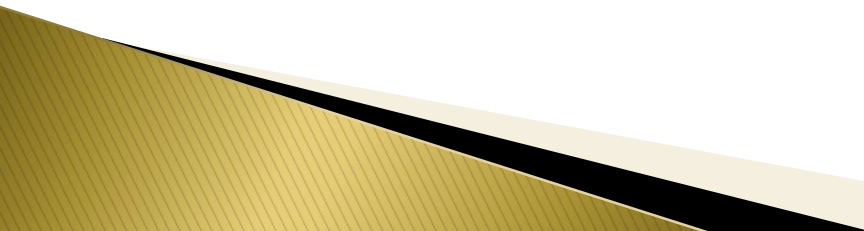
Sub-section

Communication...

- ▶ Board to/from mayor & assembly
- ▶ Manager & staff to/from board
- ▶ Board members to/from each other
- ▶ Public to/from board
- ▶ Between Committees



An Effective Board Chair...

- ▶ Works with the Secretary to set the agenda
 - ▶ Disseminates information to other members
 - ▶ Controls the meeting
 - ▶ Restates the motion and states the name of the person making it after it's made
 - ▶ Makes sure each component of a motion is clear
 - ▶ Acknowledges public comment
 - ▶ Encourages respectful discourse
 - ▶ Encourages alternate views
- 

Ex Parte Communication...

- ▶ **Definition:** When someone who wants something from the board contacts a member outside of the public forum to offer information and gain the member's support for an action within the board's power to confer
- ▶ If the info is in writing, distribute it to the other board members
- ▶ Seek opposing viewpoints
- ▶ Ask the person to share the info with the whole board
- ▶ If they don't, share the info yourself



CRC Referral Form



Haines Borough
CODE REVIEW COMMISSION
REVIEW REQUEST

DATE:

TO: Code Review Commission

FROM: XXXXXX Committee

Code to be reviewed:

Concern to be addressed:

What are you trying to accomplish:

Proposed Language:

Deadline (if any):

SUBMITTED BY _____

, Chair
XXX Advisory Committee

Request for Action



Haines Borough
**BOROUGH ASSEMBLY
ACTION REQUEST**

DATE:

TO: Borough Assembly

FROM: XXXXXX Committee

ACTION:

[put motions and voting results here]

RATIONALE:

[outline the board's reasons here...attach more information, if necessary]

BOARD REQUEST:

[Put here specifically what the board/committee wants the Assembly to do]

|
SUBMITTED BY _____

[Name], Chair
XXX Advisory Committee

Conflict of Interest...

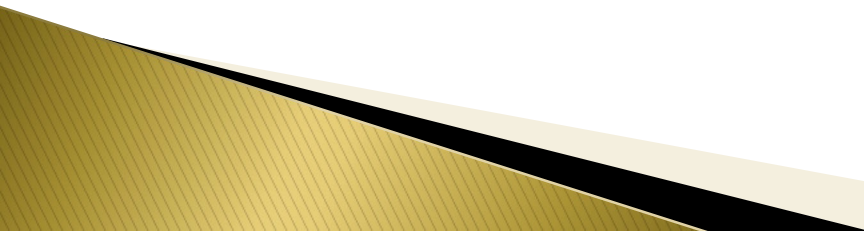
- ▶ **Policy Declaration** (HBC 2.06.010)
- ▶ A. The purpose of this chapter is to set **reasonable** standards of conduct for borough officials so that the public may be assured that **its trust** in such persons **is well placed** and that the borough officials are aware of what is expected of them.
- ▶ B. Because Haines is a **small community**, with a limited number to serve in an official capacity, it is **not the intent** of this chapter to set **unreasonable barriers** that will serve only to deter aspirants from public service.
- ▶ C. This chapter also **defines conflict of interest and partiality**, the standards stating when and to whom it applies, and the procedures for declaration and the proper action of the body when possible conflicts and partiality arise.
- ▶ D. This chapter is also intended to **establish a process** which will **ensure that complaints** or inquiries regarding the conduct of borough officials are **resolved** in the shortest practicable time in order to protect the rights of all parties.
- ▶ E. The borough assembly intends this code to be interpreted to **promote fair, honest, and impartial dealings** with members of the public, to ensure proper use of borough resources, and to avoid conflicts of interest.

Conflict of Interest...

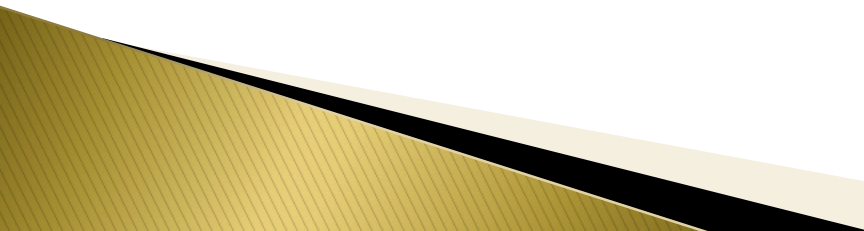
- ▶ Some conflicts may only appear to be improper; perception is nearly everything
- ▶ The key word is “**substantial**” personal or financial interest.
- ▶ Not unusual, especially in rural communities
- ▶ If you’re not sure, declare it! Members are only required to declare. Then it is up to the chair to decide.
- ▶ Borough contracts



Effective Meetings...

- ▶ Working together
 - ▶ Procedures & Protocols
 - ▶ Quorum and Voting
 - ▶ Carefully Planned Agendas
 - ▶ Respectful of people's time
 - ▶ Parliamentary Procedure
- 

Quorum and Voting

- ▶ A quorum is a majority of the committee members. You must have a quorum to have a meeting. Ex: If 7 voting members, then 4 is a quorum.
 - ▶ Voting may be by voice vote unless a 2/3 majority is required. If the Chair is uncertain about the vote, s/he may request a show of hands.
 - ▶ All motions require an affirmative vote of the majority of the committee members present.
- 

If no Quorum:

- ▶ You should reschedule and end the meeting.
 - 1. **Reschedule the Meeting** (Fix the time to which to adjourn). Continues the same agenda to another time.
 - 2. **Take a Break** (Motion for Recess and wait a few minutes to see if other board members appear)
 - 3. **Take Measures to obtain a Quorum** (call people).
 - 4. **End the Meeting** (using a Motion to Adjourn)
- If the group **MUST** take an action, can do it but it is not an action of the group until ratified at the next meeting.
- Ex: Grant proposal due Friday but won't meet again until Tuesday. Only if **CERTAIN** it will be ratified. This is **VERY** rare.

Making a Motion

- ▶ If you know you will be making a motion, try to write it out beforehand. It will be more articulate and will contain all of the components you want (it will also be easier for the chair to restate)
- ▶ Please word your motion in the affirmative (double-negatives are hard for everyone).
- ▶ Do not second a motion “*for the sake of discussion*” if you have no interest in the subject– do not second it and the body can move on.
- ▶ If you make a motion, you are entitled to speak first but you may not speak against the motion (but you can *vote* against it).
- ▶ *Unlike the Assembly: A motion may be withdrawn by its maker only before it is restated by the chair.

Robert's Rules of Order...

- ▶ Required by HBC 2.60.080 unless determined otherwise.
- ▶ Facilitates effective meetings and provides for fair, consistent decision-making
- ▶ Protects rights
- ▶ Meant to assist, not impede or obstruct business
- ▶ More than a set of rules; it's a process for conducting business



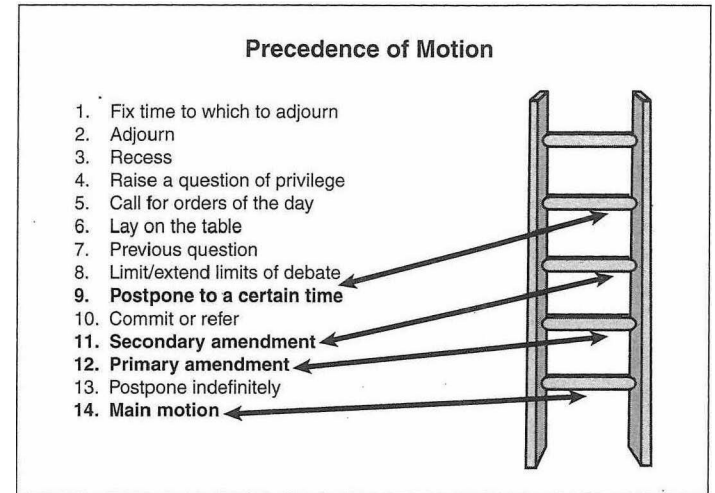
NO, I THINK THE RULES ARE PRETTY CLEAR. NO JUMPING ON THE TABLE AND SCREAMING "IN YOUR FACE" WHEN YOUR MOTION IS APPROVED.

Sondheim

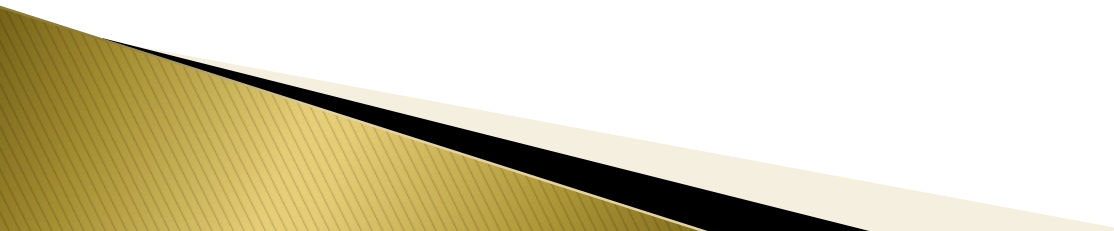


Basic Robert's Rules...

- ▶ **Main Motion**
- ▶ **Primary Amendment**
(changes the main motion)
- ▶ **Secondary Amendment**
(changes the primary amendment)
- ▶ **Precedence of Motions**
- ▶ **Chair should restate motion prior to vote**



Amending the Main Motion

- ▶ During Debate, a member may move to amend the motion
 - ▶ Second Amendment is in order– a third is not since any further amendment would be out of order since it would be confusing.
 - ▶ There can be as many primary amendments as the body wants.
- 

Unacceptable Amendments

Certain kinds of amendments are not allowed

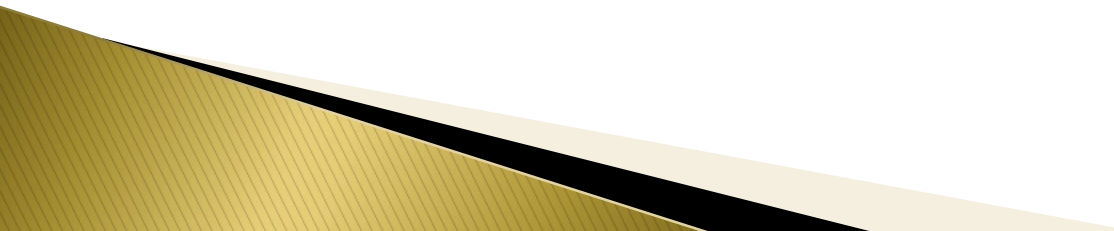
Robert's Rules specifies that these kinds of amendments are improper:

1. An amendment that is not germane (relevant).
2. An amendment which means that if the group voted "yes," it would be equivalent to voting "no" on the original motion.
3. An amendment that changes one type of motion into another type.
4. An amendment that strikes out the words that put the motion into effect.
5. An amendment that is frivolous or absurd.
6. An amendment that would result in wording that doesn't make sense.

Amendment Example

- ▶ Main motion is “I move to paint the Public Safety Building”
 - Primary Amendment: “I move to amend the motion to paint the PSB **Green**”
 - Secondary amendment “I move to amend the amendment to paint the PSB **lime green**” – this secondary amendment is in order since it modifies the primary amendment. BUT
 - Proposed secondary amendment “I move to limit the cost of painting to \$100,000” would be out of order since it does not modify the color which was the primary amendment.
- ▶ However, the assembly could offer an additional primary amendment to limit the cost of the painting **AFTER** the secondary amendment and the primary amendment are voted upon since the limitation on the cost would still modify the main motion.

Not Everything needs a Motion

- ▶ **Chair: “You have received the minutes of the last meeting. Are there any corrections to the minutes? Hearing none, if there is no objection, the minutes are approved as written”.**
 - ▶ **Or, “Is there any objection to making the change? Hearing no objection, the change is made”. If there is an objection, the motion to change the minutes is on the floor, the amendment is seconded, restated, discussed, voted on, then announced.**
- 

Adjourning

- ▶ If the agenda is complete, there is no need for a motion to adjourn.
- ▶ The chair simply announces, “Since there is no other business, the meeting is adjourned”.
- ▶ Motion can be made at any time. It is a privileged motion so it is not debatable or amendable.
- ▶ If there is a motion, it must be seconded and pass by majority vote.
- ▶ Chair: “The motion carries and the meeting is adjourned. When we meet next “Motion A” will be on the agenda under Unfinished Business” as will anything else not addressed on the agenda.

Meeting Record...

- ▶ **Audio Recording**
- ▶ **Minutes**
 - **Action only minutes**