

Chapter 2.60

COMMITTEES, BOARDS AND COMMISSIONS

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2.60.010 Committees, boards and commissions – Regulations.

- A. Unless a specific provision provides otherwise in the borough code, a committee, board or commission of the borough shall be governed by each of the following provisions set forth in this chapter.
- B. A committee, board or commission shall be established in the manner provided in this chapter.
- C. Committees, boards and commissions shall, unless otherwise provided, act in an advisory capacity to the mayor, manager and assembly.
- D. Ethnic diversity is encouraged on all committees, boards and commissions.

2.60.020 Members – Terms – Officers.

The term for each member of a committee, board or commission shall be as set by the mayor or assembly in the formation of the committee, board, or commission or as otherwise specified by the code. A member of a committee, board or commission shall be a resident of the borough as defined below. A committee, board or commission shall appoint one of its members as chair, for a term to be fixed by the committee, board or commission. The committee, board or commission shall also appoint a deputy chair to act in the absence of the

chair, or in the inability of the chair to act. For the purpose of this section, a person qualifying as a borough resident shall:

- A. For an advisory committee, continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.
- B. For an empowered commission, board or committee, an individual qualifies as a resident of the borough if the individual has maintained their principal place of residence within the borough for at least one year immediately preceding the date of appointment to the board or commission and as described in HBC [11.24.010\(A\)\(2\)](#) applicable to candidates for elected office. (Ord. 23-02-638 § 4)

2.60.030 Appointment.

Except in the case of a service area board, each member of a committee, board or commission shall be appointed by the mayor subject to approval of the assembly. The terms of initial appointment to a committee, board or commission shall be staggered so that, as nearly as possible, a pro rata number of members shall be appointed for each year during the regular term of office established for the members of the committee, board or commission. A member shall serve until the expiration of the member's term. The regular term of a member of a committee, board or commission shall commence on December 1st of the year of appointment and shall expire on November 30th of the year the member's term expires or until filled by the member's successor. In the case of a service area board, the assembly may provide for appointed or elected boards to supervise the furnishing of services within a service area.

2.60.040 Compensation.

Compensation and expenses of committees, boards or commissions are paid as directed by the borough assembly.

2.60.050 Vacancy.

The office of a member of a committee, board or commission shall become vacant on the failure of a member:

- A. To maintain the person's principal place of residence within the corporate boundaries of the Haines Borough;
or
- B. To attend three consecutive regular and special meetings without excuse; or
- C. To attend a majority of regular and special meetings during any calendar year without excuse.

A member intending to be absent at a regular meeting shall request to be excused in advance of the meeting from which the member will be absent. (Ord. 21-08-592 § 4)

2.60.055 Filling vacancies.

In the event of a vacancy on a committee, board or commission, either at the end of the board member's regular term or if the seat is vacated for some other reason, the borough clerk shall advertise for replacement board member(s) by posting in three public places a request for letters of interest to be submitted to the clerk's office. Such advertisement shall be placed for a minimum of two weeks, after which time the clerk shall transmit the applications to the appropriate board for inclusion on the agenda at the next public meeting of the board. The following procedure for appointment shall then be followed:

- A. If the board is able to seat a quorum, opportunity for public comment regarding the applications for new board member(s) shall be provided. The board shall review all applications and prepare written recommendations for appointment(s) to the mayor. The written recommendation(s) shall include the reasoning behind the final decision(s). The mayor shall, after reviewing the application(s), and considering the board's recommendation(s), appoint all committee, board and commission member(s) subject to confirmation of the assembly.
- B. If the board is unable to seat a quorum, the mayor shall, after reviewing all applications, make appointment(s) of new board member(s), subject to the confirmation of the assembly. The mayor shall include the reasoning behind the final decision(s). The mayor's appointment(s) shall be included on the agenda for the next regularly scheduled public meeting of the assembly. Opportunity for public comment shall be provided. (Ord. 14-01-363 § 6)

2.60.060 Ex officio members.

The mayor may be an ex officio member of any committee, board or commission. The manager may appoint an employee of the borough who shall be an ex officio member of a committee, board or commission for the purpose of acting as a secretary to the committee, board or commission or to furnish the committee, board or commission with technical advice and information. An ex officio member shall not be entitled to vote on any question to be determined by the committee, board or commission, nor shall such ex officio member be considered a member for the purpose of establishing a quorum of any committee, board or commission. An ex officio member shall not be entitled to any compensation for the member's duties or services on any committee, board or commission, with the exception of the clerk, who shall be paid as directed by the borough assembly.

2.60.070 Meetings.

A committee, board or commission shall hold regular meetings at such time and place as may from time to time be designated by the committee, board or commission, but meetings need not be held if no business is pending. The chair of a committee, board, or commission, or the borough employee who is an ex officio member of the

committee, board or commission, may call a special meeting of the committee, board or commission. Meetings of all committees, boards and commissions shall be open to the public, except for a closed or executive session from which the public may be excluded as provided for under state law. A schedule showing the time and date and place of the committee, board or commission meetings shall be posted in the manner set forth for the posting of assembly agendas in HBC [2.08.060](#).

2.60.080 Procedure.

A committee, board or commission shall establish its own rules and order of business. An appeal or quasi-judicial committee, board or commission shall establish reasonable rules and regulations governing proceedings before the committee, board or commission. In all matters of procedure not covered by rules adopted by the committee, board or commission, Robert's Rules of Order shall be applicable and govern.

2.60.100 Quorum.

A majority of the voting members of a committee, board or commission shall be a quorum for the transaction of business. In the absence of a quorum for the transaction of business, any number less than a quorum may recess a meeting to a later time or date. In the presence of a quorum, no action shall be taken except upon an affirmative vote of a majority of the quorum present at a properly noticed meeting.

2.60.110 Executive session.

A committee, board, or commission may meet in executive session in the manner provided and for the reasons set forth in AS [44.62.310](#).

2.60.120 Reports and minutes.

Unless otherwise provided by resolution, the committee, board or commission shall keep minutes of the committee, board or commission proceedings and such minutes shall record the vote of each member upon every question. The minutes shall be filed in the office of the clerk as soon as feasible, but in no case later than two weeks following the committee meeting, and shall be a public record open to inspection by any person. Each committee, board and commission shall prepare an annual report to be submitted to the manager and assembly prior to July 30th summarizing the activities and business of the committee, board or commission during the preceding 12-month period ending June 30th.

2.60.130 Appeal.

Unless specifically provided in code, an action or decision of a committee, board or commission may be appealed to the assembly within 10 days by filing with the clerk a written notice of appeal expressly setting forth the grounds of the appeal. The appeal shall be placed on the next assembly meeting agenda. The assembly may continue the appeal hearing up to 30 days. After a hearing on the record, the assembly may, in whole or part, affirm, modify or deny the appeal. (Ord. 22-04-612 § 4)

The Haines Borough Code is current through Ordinance 23-05-645, passed June 27, 2023.

Disclaimer: The borough clerk's office has the official version of the Haines Borough Code. Users should contact the borough clerk's office for ordinances passed subsequent to the ordinance cited above.

[Borough Website: www.hainesalaska.gov](http://www.hainesalaska.gov)

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