

## **GAS meeting information as prework.**

**Jan 28, 2016**

### **Topic: Committees, Communication, and Code.**

**Issue:** Committees, Boards, and Commissions are required by code to provide minutes of their meetings to the Clerk within two weeks of the meeting. (There may be some latitude in this depending on interpretation) A citizen review (Hallett) of several examples shows that minutes sometimes do not reach the assembly or public for as much as 3 months. A review of code related to specific committees, boards, and commissions shows sometimes conflicting direction. In addition, code requires an annual report which does not always get done.

**The Problem:** For the assembly and public to keep abreast of various Borough activities, frequent and readily available communication is needed. Our committees, boards and commissions are usually the first avenue for introducing new programs and addressing issues to the public and the assembly. The degree to which they timely communicate their actions can have a profound effect on how smoothly issues move forward from inception.

### **Applicable code: 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 30<sup>th</sup>*

**Also relevant:** 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.*

### **Museum Board: 2.100.030 (C)**

*C. Board meetings shall be held as often as required. An annual business meeting shall be held during the month of January. **Once approved** by the board, a copy of the board meeting minutes and annual report shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets.*

**Chilkat Center:** 2.104.030 (B)

*B. The board shall submit **periodic reports** to the borough as may be determined by the assembly. (Ord.14-05-381 § 4; Ord. 14-01-363 § 9. Formerly 2.104.040.)*

**Parks and Recreation.** 2.105.030 (C)

*C. Advisory committee meetings shall be held as often as required. **Once approved** by the board, a copy of the committee meeting minutes shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets. (Ord. 11-04-260 § 4; Ord. 04-09-084)*

**Public Safety Commission.** 2.50.020 (C)

*Commission meetings shall be held at least once every calendar quarter but may occur more often if a quorum so desires. **Once approved by the commission**, a copy of the commission meeting minutes shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets. (Ord. 05-05-105)*

**Tourism Advisory Board:** 2.56.030 (B)

*B. The board **shall submit periodic reports** to the borough as may be determined by the assembly, but not less than quarterly. (Ord. 05-03-102)*

**Library Board:** 2.98.060 (B)

*B. The library director, or the library director's designee, shall give notice of board meetings to each board member, attend board meetings, **assure minutes of the meetings are taken**, and serve as staff resource to the board. The library director shall not vote on any matter before the board. (Ord. 14-12-394 § 4. Formerly 2.98.030)*

**Ports and Harbors:** 16.08.10

*D. The port and harbor advisory committee shall otherwise conduct its meetings and activities in accordance with Chapter 2.60 HBC. (Ord. 15-07-416 § 4; Ord. 14-01-363 § 11; Ord. 12-01-281 § 4; Ord. 09-01-195) **(Refers to 2.60)***