

**MUNICIPAL CLERK’S & ASSEMBLY COUNSEL “LAID ON THE TABLE” PROCEDURES
FOR ANCHORAGE ASSEMBLY AGENDA DOCUMENTS
September 29, 2022**

I. **Agenda Deadlines.** Agenda deadlines have been created to meet public notice requirements, provide maximum public participation, as well as were created for the efficient use of Assembly staff and technology resources.

A. **Assembly Document Drafting.** Assembly members and aides may prepare and submit agenda items using the draft templates that can found on the Muni-Wide at <G:\Clerk\Muni Wide\Municipality of Anchorage\Legislation-Templates\2022\>.

Additional information and training on Assembly document drafting was provided at the August 26 worksession. These materials are available at on the Assembly Worksession website at [Guidelines for Legislative Drafting Presentation.pdf \(muni.org\)](#) and on the Muniverse page from a Municipal computer at <https://anchorageak.sharepoint.com/sites/MunicipalAttorney>.

B. **Final Format.** Assembly members and other submitters are reminded to plan ahead and submit final agenda items timely to the regular meeting agenda before 12:00 noon 12 days in advance of the regular meeting, or to the addendum before 12:00 noon 5 days before the meeting. (This is currently the Thursday 12 days before the meeting, or the Thursday, 5 days before the meeting.)

If your item is not in final format – it needs formatting or editing – please submit them well enough in advance of the deadline depending on the workload of the staff member assisting you and the complexity of the item.

- For example, if you have a draft recognition resolution for the Clerk’s Office, you should submit it at least one full day before the agenda deadline; if you have a conceptual resolution, you should submit your concept at least one week before the deadline.
- An another example, if you have an S version or S-1 version of an ordinance for Assembly Counsel’s Office, you should submit it at least several days before the agenda deadline. If you have a new ordinance or a conceptual ordinance, you should submit at least one month in advance of the proposed agenda deadline and Assembly Counsel’s Office will discuss a target completion date with you depending on the proposal and workload.
- The time needed to bring your draft to final form depends on staff resources and complexity. Assembly Counsel’s Office considers various factors for determining the priority of items that are submitted, so the sooner drafts items or concepts are submitted, the more likely they can be completed by the agenda deadlines.

Please keep in mind that the Assembly Counsel and other Assembly staff may best be spending their time after the agenda deadlines preparing floor amendments on the Assembly members’ behalf for the upcoming meetings. We prefer to reserve the staff members time drafting floor amendments than for laid on the table items.

II. Laid on the Table (LOTT) Items.

A. LOTT Items are not favored for the following reasons:

- The public has no advance notice of these items.
- The items are not available to the public in the same way as agenda and addendum items.
- Assembly members have little or no time to review these items because of the short timeframe from submittal to requested Assembly action.
- Multiple last minute LOTT items increase the likelihood of mistakes in final legislative documents and in the archival history.
- Laid on the table items may lack adequate legal, department, or other practical reviews.

However, it is understood that LOTT items are sometimes necessary, especially items that are supplemental that correct already-existing agenda items.

B. General Procedure for Submitters. The following procedure it to ensure LOTT items are provided to the public at the meeting, to Assembly members and the Administration Exec Team in hard copy and via email (especially important and required by code for remote participants), as well as to be archived as part of the legislative history:

1. Please **do not** submit LOTT items in OnBase
2. Instead, please email Word versions of LOTT items to [!MASAssemblyAgenda@anchorageak.gov](mailto:MASAssemblyAgenda@anchorageak.gov).
3. New LOTT items are not numbered and referred to as “an unnumbered [AO, AR, AM, AIM]” and the title
4. Please prepare 25 copies of each LOTT item and deliver them to the Chambers by no later than 4:45 p.m. on the day of the meeting. ***Important Note: If you item is received by 4:45 p.m., it will be “incorporated” into the agenda; if the LOTT item is not at Chambers at 4:45 p.m., it will not be incorporated into the agenda. Although there are options, they are more complicated. *** (See Special Procedure below.)
5. The LOTT item will be emailed by Assembly staff to the Assembly members and the Administration Exec Team with the subject “***URGENT*** Laid on the Table....” (subject of agenda item and number, if applicable).

C. Procedure for the Chair. All LOTT items are read into the record by the Chair prior to approval of the consent agenda. There are three types of LOTT items: (1) Supplemental

items, (2) AOs and ARs for introduction and public hearing, and (3) new items for action.

6. Supplemental LOTT items read into the record are automatically incorporated into the agenda at approval of the consent agenda.
7. AOs and ARs for introduction and public hearing are read into the record and automatically incorporated into the agenda at approval of the consent agenda. (See Special Procedure for AOs and ARs received after 4:45 p.m.)
8. New AMs, ARs, and AIMs for action are also read into the record. However, these items require a motion to “lay on the table” for each item, justification for “laying the item on the table based on the circumstances outlined in AMC 2.30.035.B.2 (reprinted below), and 8 votes to approve the motion. The items are then incorporated into the agenda at approval of the consent agenda.
9. After approval, the Chair or Clerk will provide the proposed agenda item placement.

D. Special Procedure for the Clerk’s Office and Chair for Items Received after 4:45

p.m. For LOTT items received at or after 4:45, **after** the 25 hard copies and an email of a Word version are provided to the MASAssemblyAgenda@anchorageak.gov, at a natural break in the meeting or at the agenda item it corresponds with, the Clerk’s Office will determine the agenda item placement and pass out the item(s) to be addressed.

For these late submitted items, the focus is on two types of LOTT items: (1) Supplemental items, not on the consent agenda, (2) AO and ARs for introduction; we will also address the third type, which should rarely come up: (3) new items for action.

1. **Supplemental items, such as S-versions** and accompanying AMs, or AIMs supplemental to AOs or ARs, are read into the record at the natural break in the meeting (or at the agenda item it corresponds with), and the Chair will ask for a motion to incorporate the item(s) into the agenda and will provide the Clerk’s proposed agenda item number(s).
2. **AOs/ARs for introduction and public hearing (ph)** are read into the record at the natural break in the meeting or at any time, the Chair may ask for motion to introduce, which requires a second and third.
3. **For late consent agenda items or late new items for action.** ***These items should be rare.*** Technically, late new consent agenda items or late new items for action at a regular meeting require multiple motions:

- a motion to reconsider approval of the consent agenda and a yes vote;
- a motion to incorporate this laid on the table item and 8 votes; and
- re-approval of the consent agenda.

There may be other parliamentary motions to accomplish this goal more expeditiously, but if your consent agenda LOTT item is late, and not ready at 4:45 p.m., the preferred action is to pull the item and postpone it to the next meeting.

Thank you for your understanding that laid on the table items are disfavored, but Assembly staff and the Chair will accommodate urgent matters with the procedures outlined above.

Relevant Code:

AMC 2.30.035 - Meeting agenda.

- B. *Laid-on-the-table items.* Upon passage of a motion to amend the agenda duly made and seconded, any member of the assembly may request action on items not included in the regular or addendum agenda. A motion to "lay an item on the table" may be taken as a motion to amend the agenda.
1. *Ordinances.* Ordinances for introduction may be laid on the table at any time, pursuant to Charter [Section 10.01](#). Ordinances shall be set for a public hearing following introduction and upon approval of three assembly members. The required approval may be in the form of a motion by an assembly member to introduce an ordinance, accompanied by both a second and a third.
 2. *Resolutions to be set for a public hearing at a future meeting.* A resolution may introduced and be laid on the table at any time if the member introducing the resolution moves to set the resolution for public hearing at a future meeting and the motion is approved by majority vote.
 3. *All other assembly items, including resolutions not set for a public hearing at a future meeting.* Upon an affirmative vote of at least eight members, the assembly may take action on these items only under circumstances that require immediate assembly action, such as financial necessity, natural disasters, or when time is of the essence for assembly action on an item.