



Municipality of Anchorage

Office of the Municipal Clerk

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GruensteinBE@muni.org

Municipal Clerk: Gruenstein, Barbara E.

Assembly Appearance Request

Anchorage Municipal Code: Chapter: 2.30.040

Brief Description of Topic: _____

Print Name of Applicant: _____

Mailing Address: _____

City State Zip Code

Phone Number: () - _____

e-mail Address: _____

Preferred Meeting Date: _____
(Please reference schedule of Assembly Meetings)

Signature of Applicant: _____ Date: _____

Note:
Appearance Request must be received no later than 14 days prior to requested meeting date

<http://www.muni.org/Assembly2/clerk.cfm>

ASSEMBLY APPEARANCE REQUESTS

Anchorage Municipal Code: 2.30.040 Appearance requests.

A. A person wishing to speak before the assembly under "appearance requests" must **file an appearance request with the municipal clerk** specifying the topic on which he intends to speak.

B. Appearance requests will be heard by the assembly when placed on the agenda by the municipal clerk.

C. In determining whether or not municipal requests are placed on the agenda, the municipal clerk, in conjunction with the assembly chair, shall adhere to the following:

1. If the appearance request has clearly defined administrative channels of resolution that have not yet been utilized by the person requesting an appearance before the assembly, the municipal clerk shall refer the person to the appropriate administrative channels of resolution.
2. Except under special circumstances as determined by the chair, appearance requests which involve the following shall not be accepted.
 - a. Items that have clearly defined administrative channels of resolution that have not yet been utilized by the person.
 - b. Items that the assembly or administration has no jurisdiction over and/or responsibility or authority to resolve per the Municipal Charter, Municipal Code, or Municipal Code of Regulations.
 - c. Items scheduled for public hearing on an agenda.
 - d. Subjects currently under labor negotiations.
 - e. Items upon which litigation involving the person or his/her representative is currently pending.

D. Appearance requests accepted by the municipal clerk must be placed before the assembly no later than 14 days after acceptance.

E. In lieu of appearance requests, the assembly will accept brief written communications on any subject. These communications will be reproduced and distributed to the assembly by the municipal clerk no later than 14 days after receipt.

F. Persons who do not wish to speak before the assembly under "appearance requests," persons who had their appearance request denied under subsection C.2 of this section, or persons who do not wish to submit written communications, may be heard under "audience participation" which is scheduled for each regular meeting at the conclusion of the agenda before executive sessions and adjournment.