

BY-LAWS OF THE PUBLIC NAMING COMMISSION

SECTION 1. VISION STATEMENT

We envision a Municipality of Anchorage where the names of public places reflect the full story of our community – the land's history, Indigenous place names, and the cultural, natural, and civic identities of our city. By recognizing stories and landscapes that shape our community, we aim to foster a sense of shared identity and belonging. Our work includes the careful consideration and recommendation of names for Municipal sites, objects, trails, landscapes, and buildings. The Public Naming Commission uses a culturally aware naming process with active community input.

SECTION 2. PURPOSE

There is established a public naming commission to implement the standards for public naming. (AMC 1.80.030.A)

SECTION 3. OFFICERS

The Anchorage Public Naming Commission (Commission) shall have two (2) officers. The officers of the Commission shall be the Chair and Vice Chair. No Commissioner may hold more than one office concurrently.

The Municipal Clerk or their designee shall act as Secretary to the Commission.

SECTION 4. TERMS OF OFFICE

Officers shall be elected for a term of one year. An officer is limited to holding that office for two consecutive terms. Commissioners may be reelected to an office after sitting out one full term.

SECTION 5. ELECTION OF OFFICERS

Elections of officers shall take place annually at the January meeting of the Commission. Officers shall be elected by the majority vote of the Commissioners present; a quorum having been established.

Should a vacancy occur in an office between regular elections of officers, a special election to fill the vacant office shall be held at the first regular or special meetings of the Commission following the occurrence of the vacancy.

A special election may be called by the Chair or by any five (5) members of the Commission, at a special or regular meeting, for the purpose of removing officers during their term. An officer may be removed from office by a vote of two-thirds of the Commissioners present, a quorum having been established.

SECTION 6. DUTIES OF OFFICERS

A. Chair

The Chair shall be the general executive officer of the Commission. The Chair shall preside at all meetings and shall appoint all committee or panel members and chairs... The Chair shall also serve as the official spokesperson of the Commission; shall be empowered to sign all official communications and documents on behalf of the Commission; and shall perform such other duties as are properly incidental to the office, and as prescribed by the Commission. The Chair may, in the Chair's discretion, designate another commissioner to take any action which the Chair is authorized to take.

B. Vice Chair

The Vice Chair shall assist the Chair in the performance of the Chair's prescribed duties and in the absence of the Chair, shall possess the same powers and perform the same duties as the Chair. The Vice Chair shall also perform such other duties as the Commission may from time to time prescribe.

SECTION 7. EXECUTIVE COMMITTEE

There shall be an executive committee of the Commission which shall be composed of the Chair and the Vice Chair. The executive committee shall have such duties and perform such acts as may be delegated to it by the Commission.

The Municipal Clerk or designee shall be responsible for the preparation of the proposed budget with the concurrence of the executive committee, and the approval of the Commission. The Municipal Clerk or designee and the executive committee shall timely provide the proposed budget and the final budget, as approved by the Mayor and Assembly, to the full Commission.

SECTION 8. COMMITTEES

The Chair may create standing, special, or ad hoc committees or subcommittees that the Commission may deem necessary for the conduct of its business. Each committee or subcommittee shall consist of at least two (2) Commissioners. The Chair shall be empowered to appoint the members of the committees.

SECTION 9. MEETINGS

Regular meetings of the Commission shall be held on the second Wednesday of each month, in a place to be determined by the Commission. Special meetings may be called by the Chair or by any five (5) members of the Commission. Notice of meetings shall be given to the public as required by ordinance, and all meetings shall be open to the public.

SECTION 10. QUORUM

Five (5) of the nine (9) commissioners authorized by ordinance shall constitute a quorum at any regular or special meetings of the Commission.

SECTION 11. PARLIAMENTARY PROCEDURE

Except as otherwise required by ordinance or regulation, all meetings of the Commission shall be conducted in accordance with the most recent version of Robert's Rules of Order, As Revised.

SECTION 12. ATTENDANCE

Commissioners shall meet the attendance requirements for municipal boards and commissions, as outlined in A.M.C. 4.05.060. A vacancy shall occur when any Commissioner fails to meet the requirements of A.M.C. 4.05.060 during any 12-month period.

A Commissioner intending to be absent from a regular meeting shall request to be excused in advance of the meeting from which the Commissioner will be absent. Requests to be excused shall be made through the Municipal Clerk or their designee, or through the Chair. The Municipal Clerk or their designee shall keep attendance records for all meetings and shall immediately report the failure of any Commissioner to meet the attendance requirements of A.M.C. 4.05.060 to the mayor or their designee.

SECTION 13. HEARINGS

All public hearings of the Commission shall be conducted according to the Anchorage Municipal Code. Public hearings shall be publicly noticed pursuant to A.M.C. 1.25 and notice shall be published at least 21 days prior to the hearing.

SECTION 14. AMENDMENTS

These by-laws may be amended by the majority vote of the Commissioners present at a regular or special meeting of the Commission after a quorum has been established. The public notice for any meeting related to bylaws amendments shall reasonably state the content of any proposed amendments.

SECTION 15. VACANCIES

The Chair shall promptly notify the Mayor of vacancies on the Commission.

SECTION 16. OFFICIAL REPRESENTATION

The Chair or the Chair's designee shall be the spokesperson for the Commission and shall represent the positions officially adopted or approved by the Commission.

THESE BY-LAWS ARE APPROVED by majority vote of the Commission on this 8th day of October, 2025.