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Department of Law
For reading: August 12, 2025

ANCHORAGE, ALASKA
AO No. 2025-91

AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY UPDATING ANCHORAGE MUNICIPAL CODE CHAPTER 1.25, PUBLIC MEETINGS, AND AMENDING CHAPTER 4.05, AMC SECTIONS 2.30.030, 2.30.036, 2.40.035, 27.20.040 AND 29.10.050, AND RELATED CODE CHANGES.

WHEREAS, the Anchorage Municipal Charter, Section 17.05(a), specifies that "...[a]ll meetings of the assembly, the school board and other boards and commissions shall be public" and that "[t]he assembly by ordinance shall adopt procedures for maximum reasonable public notice of all meetings."; and

WHEREAS, the Municipality of Anchorage has enacted Chapter 1.25 of the Anchorage Municipal Code, *Public Meetings*, to implement the Charter requirements and for a local law corresponding to the State Open Meetings Act (AS 44.62.310-.319); and

WHEREAS, pursuant to, Alaska Statute 44.62.312, the policy of the State of Alaska regarding meetings of governmental units such as the Municipality of Anchorage include the following:

- (a)(2): it is the intent of the law that actions of governmental units be taken openly and that their deliberations be conducted openly;
- (a)(3): the people of this state do not yield their sovereignty to the agencies that serve them;
- (a)(4): the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (a)(5): the people's right to remain informed shall be protected so that they may retain control over the government they have created...;

WHEREAS, pursuant to AS 44.62.310(a): "All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law;" and

WHEREAS, pursuant to the Charter mandate and state law, over the past few decades the Assembly has enacted minor changes to the Municipality's Public Meetings code and recognizes updates are needed to keep pace with changes in technology and increased public interest and participation in Municipal meetings; and

WHEREAS, current AMC Chapter 1.25 and the Public Notice Manual published by the Municipal Clerk contain provisions that need to be updated to reflect best practices and to make it easier for Municipal staff and the public to find public meeting information, including:

- the locations and procedures for physical public notice of meetings; and

- updating the information to be included in minutes and recordings of public meetings;
- and

WHEREAS, to clarify the Municipal policy on open meetings and public notice, to update outdated language and procedures, and to create a more understandable process to follow for publicly noticing Municipal meetings; now, therefore,

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code section 1.25.005 is hereby amended to read as follows:

1.25.005 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agenda means the order of business taken up at a meeting. The assembly and the school board may adopt rules for their agenda. An agenda states the purpose of the meeting by detailing the order of topics taken up at the meeting.

[ANNOUNCEMENT MEANS A VERBAL RECORDING OR WRITTEN POSTING OF THE DATE, TIME, PLACE AND SUBJECT OF A MEETING THAT STATES THE NAMES OF THE PUBLIC OFFICIALS CALLING OR ORGANIZING THE MEETING, AND WHICH IS DISTRIBUTED EITHER BY:

1. DISPLAY OF WRITTEN INFORMATION IN A PUBLIC PLACE MAINTAINED BY THE MUNICIPAL CLERK AS THE MUNICIPALITY'S PUBLIC NOTICE LOCATION AND WHICH IS ACCESSIBLE TO THE PUBLIC 24 HOURS PER DAY, OR, IN THE CASE OF THE SCHOOL BOARD, SUCH A PLACE MAINTAINED BY THE SCHOOL DISTRICT; OR
2. AUTOMATIC REPLAY OF A RECORDING MAINTAINED BY THE MUNICIPAL CLERK AND ACCESSIBLE TO THE PUBLIC 24 HOURS PER DAY, OR, IN THE CASE OF THE SCHOOL BOARD, SUCH A RECORDING MAINTAINED BY THE SCHOOL DISTRICT; AND
3. OTHER METHODS WHICH MAY BE USED IN ADDITION TO THE METHODS DESCRIBED IN SUBSECTION A.1 OR A.2 OF THIS SECTION TO FURTHER PUBLIC AWARENESS OF MEETINGS. WHENEVER PRACTICAL, SUCH ANNOUNCEMENT SHOULD INCLUDE POSTING ON A PUBLICLY ACCESSIBLE COMPUTER BULLETIN BOARD.]

Committee meeting means a gathering of members of a municipal body appointed by the presiding officer of the municipal body to consider assigned topics. Additional rules for the assembly and its committees are found in Chapter 2.30.

Continued meeting means a regular or special meeting which recesses and then reconvenes on a day other than the day when the meeting was originally called to

order, and the agenda of which is consistent [IDENTICAL] with the agenda of that meeting.

Emergency special meeting is a special meeting of the assembly or school board when an unforeseen occurrence or condition requires immediate action by a meeting of a municipal body authorized to hold an emergency meeting by this code. Boards and commissions shall not hold emergency special meetings.

Executive session means a session of a municipal body which first convenes as a meeting and then[, ON] a motion to convene into an executive session that specifies [SPECIFYING] the purpose of the executive session as clearly and specifically as possible without defeating the purpose is passed affirmatively by a majority vote. [THEREOF PASSED BY AN AFFIRMATIVE VOTE OF A MAJORITY OF THE MUNICIPAL BODY, GOES INTO AN] In an executive session, [EXCLUDING] members of the public may be excluded and [DURING WHICH] the body may consider[S], but takes no action on[,] except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation, only the following subjects:

1. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinance are required to be confidential; [OR]
4. Matters involving consideration of government records that by law are not subject to public disclosure;
5. A specific legal matter, including pending litigation; or
6. As to the assembly, labor negotiations with municipal employees, consistent with subsection 2.30.036A.2. and chapter 3.70.

These exceptions shall be construed narrowly to avoid exemptions from open meetings requirements and unnecessary executive sessions.

[INFORMAL MEETING MEANS AN IN-PERSON OR TELEPHONIC MEETING WHICH INCLUDES MORE THAN THREE MEMBERS OF A BODY SUBJECT TO THIS CHAPTER, EXCEPT FOR REGULAR, SPECIAL, COMMITTEE OR WORK SESSION MEETINGS OR ANY MEETING WHICH IS ATTENDED BY A QUORUM OF A BODY.]

[LISTING MEANS A WRITTEN STATEMENT OF THE DATE, TIME, PLACE AND SUBJECT OF A MEETING WHICH IS MAINTAINED AND UPDATED BY THE MUNICIPAL CLERK AND IS AVAILABLE FOR PUBLIC INSPECTION OR FOR REFERENCE BY TELEPHONE INQUIRY.]

Meeting means a gathering of members of a municipal body when

1. More than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or
2. More than three members or a majority of the members, whichever is less, are present, the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act, and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity; or
3. A municipal body assigns two or more members to a subordinate unit, such as a committee, subcommittee, task force, or other similar body.
4. This definition does not apply to
 - a. staff meetings or other gatherings of the employees of a public entity.
 - b. meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings.
5. This definition does not apply to meetings of community councils, which are not governmental bodies pursuant to AMC Chapter 2.40.

Charter Reference – Public meetings, § 17.05.

State law reference - AS 44.62.310(d).

Cross reference –Ch. 2.40.

Minutes means an electronic recording of the public meeting or written action minutes of the action occurring at the meeting, unless both are required by this chapter or elsewhere in code.

Cross reference –§ 1.25.015 – Agendas; Duties of staff; Rules for public notice of meetings.

Municipal body means a governmental body including the assembly, school board, boards and commissions including but not limited to those listed in Title 4 or elsewhere in this code, the Anchorage Community Development Authority board of directors, service area supervisory boards, or similar governmental body. Municipal body includes the members of a committee, subcommittee, task force, or other subordinate unit of a municipal body if the subordinate unit consists of two or more members. Municipal body does not include community councils pursuant to Chapter 2.40.

State law reference – AS 44.62.310(h)(1).

Cross Reference –Chapter 2.40.

Post means either to display written information in an electronic or physical locations as determined by the context of this chapter.

1. Electronic locations: The municipality maintains two electronic locations to display public notices: the municipal public notice website and the events calendar on the municipal website.

2. Physical locations: The municipality maintains two physical locations to repost public meeting notices: the permanent bulletin board outside of the municipal clerk's office in City Hall at 632 West 6th Avenue, Anchorage, and the permanent bulletin board outside of the entrance of City Hall facing 7th Avenue.

Public entity means a public authority or corporation, the municipality, the school district, boards and commissions, and other governmental units of the municipality.

State law reference - AS 44.62.310(h)(3) definition of "public entity."

Publicly notice means actions have been taken to comply with this section of the code.

Publish means to cause to be posted on a municipal website designated for public notices (the municipal public notice website) the matter required by law to be publicly noticed. Unless otherwise provided by the assembly, posting shall be maintained for seven consecutive days.

Charter Reference – Definitions, § 17.13(h).

Cross Reference - Definitions, § 1.25.020.

Recording means an electronic or digital sound reproduction. For purposes of this chapter, the term "tape" or "tape recording" also means electronic or digital recording.

Regular meeting means a gathering of a municipal body for the purpose of conducting business which occurs at a usual and prearranged time and place.

1. In the case of the assembly, a regular meeting is a gathering held and noticed in accordance with section 2.30.030.

2. In the case of the school board, a regular meeting is a gathering held and noticed in accordance with subsection 29.10.050C.

[AND, IN THE CASE OF THE SCHOOL BOARD, WHICH IS ADVERTISED IN ACCORDANCE WITH ANCHORAGE MUNICIPAL CODE SECTION 29.10.050.C. IN THE CASE OF THE ASSEMBLY, A REGULAR MEETING IS A GATHERING HELD AS DESIGNATED IN SECTION 2.30.030.A AND AS ADVERTISED IN ACCORDANCE WITH AMC SECTION 2.30.030.K.]

Special meeting means a[N IN-PERSON] gathering of a municipal body called by the presiding officer or by one member fewer than a quorum of the municipal body for the purpose of conducting business which is of such urgency as to make waiting for the next regular meeting impractical.

1. [OR, i]In the case of the assembly, a special meeting may be called and shall be [BY THE MAYOR, FOR THE PURPOSE OF CONDUCTING

BUSINESS WHICH IS OF SUCH URGENCY AS TO MAKE WAITING FOR THE NEXT REGULAR MEETING IMPRACTICAL AND WHICH, IN THE CASE OF THE ASSEMBLY, IS] held and publicly noticed in accordance with applicable provisions of Charter § 4.04 and section 2.30.030 of this code.

Charter Reference – Presiding officer, meetings and procedures, § 4.04.

Task force means a temporary group created by a municipal body assigned to consider assigned topics and when created a termination date or event is specified. A task force is not a board or commission. For purposes of the school board, an ad hoc committee shall have the same definition of task force.

Work session or worksession means a gathering of assembly, [OR] school board, or board and commission members for the purpose of obtaining information, training, or [AND] discussing an announced topic. Work sessions must be publicly noticed and recorded. Work sessions are gatherings but are not “meetings” for purposes of the Charter. Members may not debate, deliberate or vote at any worksession [ATTEND TELEPHONICALLY].

Charter Reference – Public meetings, § 17.05.

(AO No. 94-132(S), § 1, 8-25-94)

Cross reference(s)—Definitions and rules of construction generally, § 1.05.020.

Section 2. Anchorage Municipal Code 1.25.010 is hereby amended to read as follows:

1.25.010 Policy; p[P]ublic meetings[GENERALLY].

A. The policy of the municipality is that [A]all meetings of the assembly, the school board, [AND OTHER]boards and commissions, and any municipal body shall be open to the public [AS PROVIDED IN CHARTER SECTION 17.05], except as otherwise provided in this chapter or another provision of law.

B. Reasonable public notice shall be given for all meetings required to be public under this chapter.

C. Nothing in this chapter shall be construed to reduce the effect of applicable state law, AS 44.62.310-.319, Open Meetings of Governmental Bodies. This chapter shall be construed broadly to effectuate the greatest possible public notice of gatherings of municipal bodies covered by this chapter; circumstances not specifically addressed should be handled according to this principle.

(AO No. 95-227, 1-2-96)

Charter reference — Public meetings, § 17.05.

Section 3. Anchorage Municipal Code 1.25.015 is amended to read as follows:

1.25.015 Agendas; Duties of staff; Rules for public n[N]otice of meetings.

A. Agendas. An agenda shall include at a minimum:

- 1. Call to order.**
- 2. Roll call.**
- 3. Minutes of previous meetings (if applicable).**
- 4. Disclosures.**
- 5. Unfinished business.**
- 6. New business.**
- 7. Public participation.**
- 8. Adjournment.**

B. Duties of Staff. The public official tasked with staffing a meeting shall:

- 1. post the written public notice information on both the municipal public notice webpage and the events calendar on the municipal website as provided in subsection C;**
 - a. Notwithstanding the subsection above, the school district shall post according to Title 29.**
- 2. prepare and post the agenda, if applicable, as provided in subsection A; and**
- 3. either electronically record or produce written action minutes, unless both are required by this chapter or code.**
 - a. The recording of the meeting shall include the entire meeting from the call to order to adjournment, although recesses, provided no business takes place, are not required to be recorded. If the public meeting is recorded and the recording is available to the public on a publicly accessible website, (currently the municipal meetings page), written action minutes are not required for committees or task forces but are required for boards and commissions.**
 - b. Written action minutes shall include the call to order; roll call; motions, seconds, the vote of each member in attendance on motions, but do not include discussion and debate on motions; disclosures by members of potential conflicts of interest and the ruling on the potential conflict, but do not include discussion and debate on the potential conflict or ruling; the subject of public hearings and a statement, if applicable, that public testimony or comment was provided on that subject; and adjournment of the meeting.**
 - c. Minutes, either by recording or written action minutes are public records and should be retained by the municipal agency that staffs the municipal body in accordance with the applicable records retention schedule.**

Cross Reference –Section 2.30.035 – Meeting Agenda and Section 29.10.050 - Meetings.

C. Rules for public notice.

1. *Regular Meetings.* The public notice information for regular meetings of any municipal body shall be posted on the municipal public notice website at least 7 days before the meeting, unless otherwise required by code, and shall include at least the following:
 - a. The name of the municipal body;
 - b. The date, time, and place of the meeting;
 - c. A telephone number or link to an electronic location for participation in a meeting that allows telephonic or virtual participation;
 - d. The name, email, telephone number for the public official who is the contact person for the meeting;
 - e. The purpose of the meeting or an agenda.
 - i. An agenda, or a link to the agenda, for the meeting shall be posted on the municipal public notice website at least 24 hours before the meeting, provided the meeting has been otherwise publicly noticed under this subsection.
 - ii. The assembly agenda shall be published according to section 2.30.035 – Meeting agenda.
 - iii. The school board agenda shall be published according to section 29.10.050 - Meetings.
2. *Special Meetings.* The public notice for special meetings of any municipal body shall be posted on the municipal public notice website at least 24 hours before the meeting, unless otherwise required by code, and shall include at least the following:
 - a. the name of the municipal body;
 - b. the date, time, and place of the meeting;
 - c. a telephone number or link to an electronic location for participation in a meeting that allows telephonic or virtual participation;
 - d. the name, email, telephone number for the public official who is the contact person for the meeting;
 - e. the purpose of the meeting or an agenda.
 - i. An agenda, or a link to the agenda, for the meeting shall be posted on the municipal public notice website at least 24 hours before the meeting.
 - ii. The assembly agenda shall be published according to section 2.30.035 – Meeting agenda.
 - iii. The school board agenda shall be published according to section 29.10.050 - Meetings.
3. *Continued meetings*
 - a. shall be publicly noticed a minimum of 24 hours prior to the meeting, unless the recessed meeting is continued to the next day or in cases of exigent circumstances.
 - b. Time permitting, the continued meeting notice shall include the same information as a regular meeting, except that a new

agenda need not be published as long as the agenda is consistent with the agenda from the recessed meeting.

4. Worksessions shall be public noticed at least 48 hours prior to the work session and shall include the same information as a regular meeting, except the subject of the worksession shall be included in the notice and there is no requirement to otherwise post the purpose or an agenda.

5. Weekend or municipal holiday. Any meeting scheduled to occur on a weekend or municipal holiday shall be publicly noticed no later than noon on the last business day prior to the meeting or earlier if otherwise provided in this section. Except an emergency special meeting of the assembly shall be convened according to section 2.30.030E. The school board shall follow notice requirements adopted by the school board.

6. Emergency special meeting. The assembly and school board may hold emergency special meetings. A reasonable attempt shall be made to provide prior public notice of an emergency meeting prior to the start of the meeting. The notice shall include the same information as a special meeting. After adjournment the notice shall be published as soon as practicable to record the occurrence of the emergency special meeting. Except where specifically allowed by this code, boards and commissions shall not hold emergency special meetings.

D. No public notice of a meeting of members of a municipal body is required when that meeting occurs at a scheduled event or gathering not otherwise subject to this chapter, so long as the gathering:

1. Is open to the public;
2. Is of such general community interest that members of the municipal body present would reasonably be expected to attend;
3. Is publicized more broadly, completely and with longer notice than would be required otherwise under this chapter; and
4. Is only for the gathering of information and is not used for discussion, deliberation or decision-making by the members of the municipal body in attendance.

E. The public notice requirements of this chapter do not apply to gatherings at which no public business is discussed.

[A. PURSUANT TO AS 44.62.310(E), REASONABLE NOTICE OF MEETINGS OF THE ASSEMBLY, SCHOOL BOARD, ALL REGULATORY AND ADJUDICATORY BOARDS AND COMMISSIONS LISTED IN CHAPTER 4.40, THE ELECTION COMMISSION, THE ANCHORAGE COMMUNITY DEVELOPMENT AUTHORITY BOARD OF DIRECTORS, THE ALASKA CENTER FOR THE PERFORMING ARTS BOARD OF DIRECTORS, AND ANY OTHER MUNICIPAL BODIES WITH AUTHORITY FOR SPENDING, POLICY, REGULATION OR ADJUDICATION, NOT INCLUDING COMMUNITY COUNCILS, SHALL BE ANNOUNCED AS DEFINED IN THE

1 DEFINITION OF THE TERM "ANNOUNCEMENT" IN SECTION 1.25.005 AS
2 FOLLOWS:]

- 3
- 4 [1. REGULAR MEETINGS SHALL, IN ADDITION TO OTHER
5 ADVERTISING REQUIREMENTS OF THIS CODE, BE
6 ANNOUNCED USING ONE OR MORE OF THE METHODS
7 DESCRIBED IN THE DEFINITION OF THE TERM
8 "ANNOUNCEMENT" IN SECTION 1.25.005, EXCEPT THAT THE
9 SUBJECT MAY BE OMITTED.]
- 10
- 11 [2. SPECIAL MEETINGS SHALL BE ANNOUNCED A MINIMUM OF 24
12 HOURS PRIOR TO THE MEETING USING ONE OR MORE OF THE
13 METHODS DESCRIBED IN SUCH DEFINITION.]
- 14
- 15 [3. EXCEPT IN CASES WHEN EXIGENCIES REQUIRE UNUSUAL
16 HASTE, CONTINUED MEETINGS SHOULD BE ANNOUNCED A
17 MINIMUM OF 24 HOURS PRIOR TO THE MEETING USING ONE
18 OR MORE OF THE METHODS DESCRIBED IN THE DEFINITION
19 OF THE TERM "ANNOUNCEMENT" IN SECTION 1.25.005, AND
20 SHOULD, TIME PERMITTING, BE ADVERTISED IN THE SAME
21 MANNER AS A REGULAR MEETING.]
- 22
- 23 [4. WORK SESSIONS SHOULD BE ANNOUNCED AT LEAST 48
24 HOURS PRIOR TO THE WORK SESSION USING ONE OR MORE
25 OF THE METHODS DESCRIBED IN THE DEFINITION OF THE
26 TERM "ANNOUNCEMENT" IN SECTION 1.25.005. HOWEVER, IF A
27 BODY HOLDS REGULAR WORK SESSIONS AT A USUAL,
28 PREARRANGED TIME, THE SUBJECT AND PLACE OF THE WORK
29 SESSION MAY BE ANNOUNCED 24 HOURS PRIOR TO THE
30 WORK SESSION.]
- 31
- 32 [5. COMMITTEE MEETINGS SHOULD BE ANNOUNCED AT LEAST 48
33 HOURS PRIOR TO THE MEETING USING ONE OR MORE OF THE
34 METHODS DESCRIBED IN THE DEFINITION OF THE TERM
35 "ANNOUNCEMENT" IN SECTION 1.25.005. HOWEVER, IF A
36 COMMITTEE HOLDS REGULAR MEETINGS AT A USUAL,
37 PREARRANGED TIME, THE SUBJECT AND PLACE OF THE
38 MEETING MAY BE ANNOUNCED 24 HOURS PRIOR TO THE
39 MEETING.]
- 40
- 41 [6. INFORMAL MEETINGS SHOULD BE ANNOUNCED AT LEAST 24
42 HOURS PRIOR TO THE MEETING USING ONE OR MORE OF THE
43 METHODS DESCRIBED IN THE DEFINITION OF THE TERM
44 "ANNOUNCEMENT" IN SECTION 1.25.005. ANYONE MAY ATTEND
45 AN INFORMAL MEETING; HOWEVER, SHOULD A QUORUM OF
46 ANY BODY SUBJECT TO THIS CHAPTER BE PRESENT AT ANY
47 TIME, THE MEETING MUST BE ADJOURNED.]
- 48
- 49 [7. EXCEPT FOR AN EMERGENCY SPECIAL MEETING OF THE
50 ASSEMBLY AS CONVENED ACCORDING TO SECTION 2.30.030.F,
51 MEETINGS SCHEDULED TO OCCUR ON WEEKENDS OR

1 MUNICIPAL HOLIDAYS SHALL BE ANNOUNCED NO LATER THAN
2 NOON ON THE LAST BUSINESS DAY PRIOR TO THE MEETING
3 OR EARLIER AS OTHERWISE PROVIDED IN THIS SECTION.]
4

5 [B. REASONABLE NOTICE OF MEETINGS OF TECHNICAL ADVISORY
6 BOARDS, PROGRAM ADVISORY BOARDS, UTILITY COMMISSIONS,
7 THE AQUATIC RESOURCE COMMISSION, ALL SERVICE AREA
8 SUPERVISORY BOARDS, AND OTHER BOARDS, COMMISSIONS, TASK
9 FORCES AND COMMITTEES, OR OTHER MUNICIPAL BODIES WITHOUT
10 AUTHORITY FOR SPENDING, POLICY, REGULATION OR
11 ADJUDICATION, NOT INCLUDING COMMUNITY COUNCILS, SHALL BE
12 ACCOMPLISHED BY MEANS OF LISTING WITH THE MUNICIPAL CLERK,
13 AS DEFINED IN SECTION 1.25.005. THE CONTENTS OF THE CLERK'S
14 LISTING SHALL BE OPEN TO INSPECTION OR TELEPHONE INQUIRY
15 DURING NORMAL BUSINESS HOURS. LISTING SHALL BE REQUIRED
16 AS FOLLOWS:

- 17 1. THE SUBJECT, TIME AND PLACE OF MEETINGS ATTENDED BY
18 A QUORUM OF THE BODY SHALL BE LISTED WITH THE
19 MUNICIPAL CLERK AT LEAST 48 HOURS PRIOR TO THE
20 MEETING, EXCEPT THAT THE SUBJECT MAY BE OMITTED FOR
21 REGULAR MEETINGS.
- 22 2. THE SUBJECT, TIME AND PLACE OF ANY MEETING ATTENDED
23 BY MORE THAN THREE MEMBERS OF A BODY WHEN THE
24 GATHERING IS PREARRANGED FOR THE PURPOSE OF
25 CONSIDERING A MATTER UPON WHICH THE BODY IS
26 EMPOWERED TO ACT SHALL BE LISTED WITH THE MUNICIPAL
27 CLERK AT LEAST 24 HOURS PRIOR TO THE MEETING.]
28

29 [C. NO ADDITIONAL NOTICE OF A MEETING OF MEMBERS OF A
30 MUNICIPAL BODY IS REQUIRED WHEN THAT MEETING OCCURS AT A
31 SCHEDULED EVENT OR GATHERING NOT OTHERWISE SUBJECT TO
32 THIS CHAPTER, SO LONG AS THE GATHERING:

- 33 1. IS OPEN TO THE PUBLIC;
- 34 2. IS OF SUCH GENERAL COMMUNITY INTEREST THAT MEMBERS
35 OF THE MUNICIPAL BODY PRESENT WOULD REASONABLY BE
36 EXPECTED TO ATTEND;
- 37 3. IS PUBLICIZED MORE BROADLY, COMPLETELY AND WITH
38 LONGER NOTICE THAN WOULD BE REQUIRED OTHERWISE
39 UNDER THIS CHAPTER; AND
- 40 4. IS ONLY FOR THE GATHERING OF INFORMATION AND IS NOT
41 USED FOR DISCUSSION, DELIBERATION OR DECISION-MAKING
42 BY THE MEMBERS OF THE MUNICIPAL BODY IN ATTENDANCE.]
43

44 [D. THE NOTICE REQUIREMENTS OF THIS CHAPTER DO NOT APPLY TO
45 GATHERINGS AT WHICH NO PUBLIC BUSINESS IS DISCUSSED.]
46

47 [E. ALL MEETINGS SUBJECT TO THE NOTICE REQUIREMENTS OF THIS
48 CHAPTER SHALL BE OPEN TO ANY PERSON. IN THE CASE OF
49 TELEPHONIC MEETINGS, DISCUSSIONS MUST BE AUDIBLE TO
50 ANYONE WHO WISHES TO ATTEND. THIS SUBSECTION DOES NOT
51 APPLY TO EXECUTIVE SESSIONS PROPERLY CONVENED

1 ACCORDING TO AS 44.62.310(B) AND OTHER RELEVANT PROVISIONS
2 OF THIS CODE.]

3
4 [F. THE BOARD OF ETHICS SHALL ACCEPT AND CONSIDER COMPLAINTS
5 OF VIOLATIONS OF THIS CHAPTER AND MAY RECOMMEND THAT
6 CORRECTIVE ACTION BE TAKEN BY THE PUBLIC BODY. UPON A
7 RECOMMENDATION OF THE BOARD OF ETHICS FINDING SUCH A
8 VIOLATION, THE ASSEMBLY, THE SCHOOL BOARD OR THE MAYOR
9 MAY PURSUE THE FULL RANGE OF CORRECTIVE ACTION AFFORDED
10 IN STATE LAW UNDER AS 44.62.310, OPEN MEETINGS OF
11 GOVERNMENTAL BODIES.]

12
13 [G. ACTION TAKEN OR DELIBERATED IN A MEETING WHICH VIOLATES
14 THIS CHAPTER IS VOIDABLE. A BODY MAY CORRECT SUCH
15 VIOLATION AND TAKE THE SAME ACTION SUBSEQUENTLY BY
16 REPEATING THE ENTIRE DELIBERATIVE AND DECISION-MAKING
17 PROCESS IN PUBLIC ACCORDING TO THE PROVISIONS OF THIS
18 CHAPTER. THE BOARD OF ETHICS IN MAKING A RECOMMENDATION
19 THAT THE ACTION BE RENDERED VOID, AND THE ASSEMBLY,
20 SCHOOL BOARD, AND MAYOR IN CONSIDERING IMPLEMENTATION OF
21 THE BOARD OF ETHICS RECOMMENDATION, SHALL CONSIDER AT
22 LEAST THE FACTORS THAT WOULD BE CONSIDERED BY A COURT IN
23 MAKING A DETERMINATION UNDER AS 44.62.310(f).]

24
25 [H. THE MUNICIPAL CLERK SHALL COMPILE A MANUAL FOR
26 COMPLIANCE WITH MUNICIPAL REQUIREMENTS FOR MEETING
27 ANNOUNCEMENT AND OPENNESS AND SHALL DISTRIBUTE THE
28 MANUAL THE MUNICIPALITY'S PUBLIC NOTICE WEBSITE TO
29 MEMBERS OF ALL MUNICIPAL BODIES.]

30
31 [I. THE MUNICIPAL CLERK SHALL PUBLISH MEETINGS OF MUNICIPAL
32 BODIES. THE PUBLISHED MATERIAL SHALL INCLUDE A TELEPHONE
33 NUMBER FOR RECORDED ANNOUNCEMENT OF MEETINGS, THE
34 LOCATION OF POSTED ANNOUNCEMENT OF MEETINGS, THE
35 TELEPHONE NUMBER AND ADDRESS OF THE CLERK'S OFFICE, AND,
36 TO THE EXTENT TIME PERMITS, A LISTING OF ALL MEETINGS OF
37 MUNICIPAL BODIES SCHEDULED FOR THE WEEK FOLLOWING THE
38 PUBLICATION].

39
40 [J. NOTHING IN THIS CHAPTER SHALL BE CONSTRUED TO REDUCE THE
41 EFFECT OF APPLICABLE STATE LAW. THIS CHAPTER SHALL BE
42 CONSTRUED BROADLY TO EFFECTUATE THE GREATEST POSSIBLE
43 PUBLIC NOTICE OF MEETINGS CONSISTENT WITH THE PUBLIC GOOD;
44 CIRCUMSTANCES NOT SPECIFICALLY ADDRESSED SHOULD BE
45 HANDLED ACCORDING TO THAT PRINCIPLE.]

46
47 (AO No. 94-132(S), § 2, 8-25-94; AO No. 2006-140(S-1), § 2, 1-1-07; AO No. 2008-
48 124(S), § 2, 5-26-09; AO No. 2009-134, § 1, 1-12-10; AO No. 2015-23(S) , § 1, 3-
49 24-15)

Section 4. Anchorage Municipal Code chapter 1.25 is hereby amended to add a new section to read as follows *(requiring no legislative drafting marks)*:

1.25.018 Remedies for violations.

A. *Violation of this chapter or the state Open Meetings Act.*

1. Action taken in a public meeting by the assembly, the school board, or boards and commissions which violates this chapter or AS 44.62.310 Open Meetings of Government Bodies is voidable.
2. The assembly, school board, or boards and commissions may cure such violation or alleged violation by holding another meeting in compliance with notice and other requirements of this chapter and conducting a substantial and public reconsideration of the matters considered at the original meeting according to the provisions of this chapter and AS 44.62.310.

Section 5. Anchorage Municipal Code chapter 1.25 is hereby amended to add a new section to read as follows *(requiring no legislative drafting marks)*:

1.25.019 Miscellaneous provisions.

- A. The municipal clerk shall compile a guidance manual for publicly noticing meetings of municipal bodies, distribute the manual on the municipality's website, and make it available to the municipal officials staffing municipal bodies. Nothing in the manual shall be construed to supersede the requirements of this chapter.
- B. The municipal clerk shall, to the extent time permits, repost written information displayed on the municipal public notice website and the municipal event calendars for the upcoming week in a physical public notice location as defined in this chapter.
- C. This section does not apply to the school board.

Section 6. Anchorage Municipal Code 2.30.030 is hereby amended to read as follows *(the remainder of the section is not affected and not set out)*:

2.30.030 Meetings.

- A. *Regular meetings.* Regular meetings of the assembly shall be held twice each month on Tuesday at 5:00 p.m. at the Assembly Chambers, 3600 Denali Street, unless otherwise designated by the assembly.
 1. The electronic recording of all regular and special meetings [AND ALL WORK SESSIONS] shall be retained permanently by the municipal clerk.

1 B. *Special meetings.* At least 24 hours' written notice shall be given
2 designating the date, time, place and purpose of a special meeting. The
3 municipal clerk or designee shall serve special meeting notices by
4 electronic transmission to each member of the assembly at the address
5 assigned to the member by the Municipality of Anchorage.

6
7 C. *Continued meetings*

8
9 1. Shall be publicly noticed a minimum of 24 hours prior to the meeting,
10 unless the recessed meeting is continued to the next day or in cases
11 of exigent circumstances.

12 2. Time permitting, the continued meeting notice shall include the same
13 information as a regular meeting, except that a new agenda need not
14 be published as long as the continued meeting agenda is consistent
15 with the agenda from the recessed meeting.

16
17 D[C]. *Electronic public notice of meetings.* The municipal clerk shall enter the
18 date, time, place and purpose of meetings on the assembly calendar and
19 on the public notice page of the municipal website. The municipal clerk may
20 also publish in a newspaper of general circulation notice of special
21 meetings.

22
23 [D]. [PHYSICAL NOTICE OF MEETINGS IN CITY HALL. NOTICE OF MEETINGS
24 SHALL BE POSTED BY THE MUNICIPAL CLERK IN THE LOBBY OF THE
25 CLERK'S OFFICE IN THE CITY HALL, 632 W. SIXTH AVENUE,
26 ANCHORAGE.]

27
28 E. *Emergency special meetings.* In an emergency, a reasonable attempt shall
29 be made to provide prior notice of an emergency special meeting prior to the
30 start of the meeting. It [WITHOUT NOTICE] shall be a legal meeting if all
31 members are present or there is a quorum and all absent members have
32 waived in writing or by email the [REQUIRED] notice required by subsection
33 B. The waiver may be either before or after the time of the meeting. The
34 waiver shall be attached to and made a part of the record for that meeting.

35
36 F. *Cancellation of meetings.* Cancellation of a special assembly meeting shall
37 be by the authority of the persons who called the meeting and shall be
38 effective by notice upon each member of the assembly through electronic
39 transmission at the address assigned to the member by the Municipality of
40 Anchorage and communicated not less than two hours before the special
41 meeting.

42
43 G. *Business at emergency or special meeting.* No business shall be transacted
44 at any special meeting of the assembly except as specifically stated in the
45 notice of the meeting. In the event of an emergency special meeting,
46 business necessarily pertaining to the emergency for which the meeting is
47 called may [SHALL] be transacted [IN THE ABSENCE OF THE WRITTEN
48 NOTICE].

49 ***
50 ***

(AO No. 13-75; AO No. 61-75; AO No. 242-76; AO No. 78-49; AO No. 79-137; AO No. 82-140; AO No. 83-120(S); AO No. 83-211; AO No. 84-55; AO No. 84-86; AO No. 84-224; AO No. 84-249; AO No. 85-15(S); AO No. 85-54; AO No. 86-62; AO No. 86-151; AO No. 87-12; AO No. 88-164; AO No. 89-15, 4-1-89; AO No. 90-154(S); AO No. 91-25; AO No. 91-178(S); AO No. 92-107(S); AO No. 94-76, § 1, 5-3-94; AO No. 94-132(S), § 4, 8-25-94; AO No. 94-177(S), § 1, 10-27-94; AO No. 95-130, § 1, 6-6-95; AO No. 95-83(S-1), §§ 1—3, 1-9-96; AO No. 96-22, § 3, 2-6-96; AO No. 96-92, § 1, 6-25-96; AO No. 97-19, § 2, 2-11-97; AO No. 98-161, § 1, 10-20-98; AO No. 2000-121, § 1, 8-15-00; AO No. 2001-126, § 1, 7-10-01; AO No. 2002-148, § 1, 10-15-02; AO No. 2003-58, § 2, 7-8-03; AO No. 2008-81, § 1, 7-29-08; AO No. 2009-134, § 1, 1-12-10; AO No. 2015-113, § 1, 10-13-15; AO No. 2017-53, § 5, 4-11-17; AO No. 2021-113(S), § 1, 11-10-21; AO No. 2023-73, § 4, 7-25-23; AO No. 2023-129(S), § 1, 12-19-23)

Charter reference— Meetings, § 4.04; quorum, special meeting, § 4.04; executive session, § 17.05(a); midnight deadline, § 17.05(b).

State Law reference— Meetings open to the public, AS 29.20.020; open meetings law, AS 44.62.310.

Section 7. Anchorage Municipal Code section 2.30.036 is hereby amended to read as follows (*the remainder of the section is not affected and not set out*):

2.30.036 - Executive sessions.

*** *** ***

C. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The recording shall be disclosed following release only upon request pursuant to chapter 3.90 according to the following timelines:

1. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred;
2. If the session concerns labor negotiations, the release date shall be six months following expiration of the labor contract;
3. If the session concerns matters that, if immediately disclosed, would adversely affect the finances of the municipality, the release date shall be a date certain set by the assembly at the conclusion of the executive session; and
4. If the session concerns matters which tend to defame or injure the reputation of persons the assembly may set a release date or may provide that no release shall occur.
5. If the session concerns matters required by law to be confidential or consideration of government records which by law are not subject to public disclosure, the release date shall be when such matters or documents are disclosable.

D. The assembly may extend the time periods set forth in subsection C. only for

good cause.

*** *** ***

(AO No. 2017-53. § 6, 7-1-17; AO No. 2020-30(S), § 3, 4-28-20)

Section 8. Anchorage Municipal Code section 4.05.090, is hereby amended to read as follows:

4.05.090 Meetings.

A. A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Public notice and minutes of meetings of b[B]oards and commissions shall be in compliance with Chapter 1.25. [ADVISE THE PUBLIC OF THEIR MEETING SCHEDULES, OR PUBLICLY ADVERTISE THEIR MEETINGS WHERE NECESSITATED BY STATUTORY REQUIREMENTS.]

B. Except as otherwise provided by law, AMC Chapter 1.25, and this section, Robert's Rules of Order, as revised, shall be applicable and govern all rules of procedure. The chair of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission, may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session or when meeting solely to make a decision on a procedural motion brought by a party in an adjudicatory proceeding, from which the public may be excluded.

C. A board or commission may establish reasonable rules and regulations only under procedures of Chapter 3.40, governing proceedings before the board or commission.

D. Boards and commissions shall not hold emergency special meetings.

[NOTICE OF MEETINGS OF BOARDS AND COMMISSIONS SHALL BE AS ESTABLISHED IN SECTION 1.25.015.]

(CAC 2.64.090; AO No. 89-122(S-1); AO No. 94-132(S), § 6, 8-25-94; AO No. 2022-70, § 9, 7-26-22)

Section 9. Anchorage Municipal Code sections 4.05.120 and 4.05.130 are hereby repealed in their entirety. In accordance with AMC section 1.05.050B., a copy of the existing text of the sections being repealed are attached as Attachment A.

Section 10. Anchorage Municipal Code section 27.20.040 is hereby amended to read as follows:

27.20.040 Organization; meetings.

A board established under this chapter shall meet at the call of the mayor within 15 days of the election or appointment of members in order to organize. The board shall select a chair [DIRECTOR] from the members to preside at meetings. [AND SHALL ADOPT RULES OF PROCEDURE. IN ALL MATTERS OF PROCEDURE NOT COVERED BY RULES ADOPTED BY THE BOARD,] Chapter 1.25 shall govern public notice and minutes of meetings. Except as otherwise provided by law and this section, Robert's Rules of Order, as revised, shall govern all rules of procedure. The board shall meet no less often than quarterly and may meet at other times as called by the chair [PROVIDED IN ITS RULES OF PROCEDURE].

(GAAB 5.45.080)

Section 11. Anchorage Municipal Code section 2.40.035 is hereby amended to read as follows (*the remainder of the section is not affected and not set out*):

2.40.035 - Recognition of community councils; special ex officio community council recognition for Girdwood Board of Supervisors.

*** *** ***

B. *Girdwood recognized; special provision.* The municipality recognizes the Girdwood Board of Supervisors as the community council, ex-officio, which serves the Girdwood Community Association/Land Use Committee boundary area depicted on Map 10 located in section 2.40.090. When the Girdwood Board of Supervisors meets as a community council only, with no order of business related to its service area board functions and duties, only then is it not subject to Chapter 1.25 of this code.

(GAAB 5.75.020; AO No. 88-85, § 1, 7-19-88; AO No. 2003-75, § 1, 7-22-03; AO No. 2003-113, § 1, 8-12-03; AO No. 2005-1(S-1), § 1, 4-12-05; AO No. 2009-134, § 1, 1-12-10; AO No. 2014-3(S), § 1, 2-11-14)

Section 12. Anchorage Municipal Code section 29.10.050 is hereby amended to read as follows:

29.10.050 - Meetings.

A. The school board shall take no official action after 12:00 midnight and before 7:00 a.m., actual time.

B. Executive sessions shall be subject to the following:

1. The school board may recess to meet in executive session if first convened in a meeting and then a motion to convene into an executive session that specifies the purpose of the executive session as clearly and specifically as possible without defeating the purpose is passed affirmatively by the majority. In executive session, members of the public may be excluded during which the body considers, but takes on action on, except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor

negotiation, [TO DISCUSS] only the following subjects [IF THE EXPRESS NATURE OF THE SUBJECT IS STATED IN THE MOTION CALLING FOR THE SESSION]:

- a. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district; [PENDING LITIGATION.]
- b. Labor negotiations with school district employees or other matters that, if immediately disclosed, would tend to affect adversely the finances of the school district[.];
- c. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; [MATTERS WHICH TEND TO DEFAME OR INJURE THE REPUTATION OF PERSONS.]
- d. Matters which by law, municipal [C] charter[,] or ordinance, or the terms of labor contracts are required to be confidential;[.]
- e. Matters involving consideration of government records that by law are not subject to public disclosure; or
- f. A specific legal matter, including pending litigation.

2. No official action may be taken in executive sessions. The public shall be excluded and the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:

- a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred.
- b. If the session concerns labor negotiations, the release date shall be one year following the expiration of the labor contract that is the subject of the negotiations.
- c. If the session concerns matters provided for in subsection 1.b of this subsection, except labor negotiations, the release date shall be a date certain set by the school board at the conclusion of the executive session.
- d. If the session concerns matters which tend to defame or injure the reputation of persons or concerns matters provided for in subsection 1.d of this subsection, the school board may set a release date or may provide that no release shall occur.
- e. If the session concerns matters required by law to be confidential or consideration of government records which by law are not subject to public disclosure, the release date shall be when such matters or documents are disclosable.

3. The school board may extend the time periods set forth in subsection 2 of this subsection only for good cause shown.

4. Notwithstanding any provisions of chapter 3.90 to the contrary, tapes or minutes of an executive session shall be available only to school board members or authorized school administrative staff until the date of release, if any, as authorized under the provisions set forth in this section.

C. The agenda for the regular school board meetings shall be public information

and shall be published on the school district's website not less than 32 hours prior to any regular school board meeting.

D. Any school board member who discloses to a third party confidential information which was properly discussed in executive session shall be subject to such action as the school board is empowered to do by law.

E. In addition to the notice requirements of this title and any other notice requirements adopted by the school board, notice of meetings of the school board and its committees and other subordinate units shall conform to chapter 1.25. For purposes of the school board, an ad hoc committee shall be under the definition of task force in that chapter.

(AO No. 92-91(S); AO No. 94-132, § 8, 8-25-94; AO No. 2009-134, § 1, 1-12-10)

Section 13. The Municipal Clerk's Office, the Information Technology Department, and the Mayor's Office are requested to conduct training for Boards and Commissions prior to the effective date of this ordinance. Boards and Commissions and their staffers should be prepared to implement the new provisions on the effective date of this ordinance.

Section 14. This ordinance shall be effective on January 1, 2026 after passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this _____ day of _____, 2025.

Chair

ATTEST:

Municipal Clerk



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 620-2025

Meeting Date: August 12, 2025

From: Assembly Chair Constant

**Subject: AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY
UPDATING ANCHORAGE MUNICIPAL CODE CHAPTER 1.25,
PUBLIC MEETINGS, AND AMENDING CHAPTER 4.05, AMC
SECTIONS 2.30.030, 2.30.036, 27.20.040 AND 29.10.050, AND
RELATED CODE CHANGES.**

This proposed ordinance is an omnibus update to the public meetings chapter of the Anchorage Municipal Code, and other related code provisions. All municipalities are required to comply with the state Open Meetings Act, AS 44.62.310 *et seq.*, but may have additional requirements or iterate provisions for compliance. This ordinance seeks to:

- update the language in the Code to be similar to the Open Meetings Act,
- provide consistency between assembly, school board, boards and commissions, and LRSA Boards,
- follow best practices with current technology, and
- provide detailed information on how to follow the laws.

There are some updates specific to our local government structure and procedures. Currently, the Anchorage Municipal Code speaks to public notice requirements in relation to the different types of bodies and it is assumed that all bodies “advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements.” Additionally, the Code doesn’t specify who in relation to the board or commission is tasked with these responsibilities. The sections of code relating to boards and commissions have not seen significant updates since the mid-90’s; LRSA Boards, the code was brought forth from the Greater Anchorage Area Borough Code.

While this looks like a big update, it’s more a big reorganization. Instead of speaking to each type of body and the need to publicly notice the meeting, it spells out how to notice meetings in AMC chapter 1.25 and provides that each type of body must comply with that chapter. There are a few substantive changes to the duties of staff and the requirement for an agenda and minutes. Changes are described fully in the attached crosswalk.

There are some costs associated with the new requirement that all board and commission meetings are to be recorded, for the purchase of additional audio recording equipment that must be available to meet that requirement. However, the Municipal Clerk estimates costs to the Municipality overall are less than \$30,000, therefor a summary of economic effects is not included.

Prepared by: Municipal Clerk
Reviewed by: Assembly Counsel's Office
Respectfully submitted: Christopher Constant, Assembly Chair
District 1 – North Anchorage

Attachments: A – Repealed Code sections
B – Crosswalk

4.05.120 Procedural rules and order of business.

A board or commission shall establish its own procedural rules and order of business, except as otherwise provided by law. An appeal or quasijudicial board or commission shall establish reasonable rules and regulations governing proceedings before the board or commission. In all matters of procedure not covered by rules adopted by the board or commission, Robert's Rules of Order, as revised, shall be applicable and shall govern.

(CAC 2.64.120)

4.05.130 Reports, minutes and public hearing records.

A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person.

(CAC 2.64.140; AO No. 83-44; AO No. 89-51(S-3); AO No. 89-122(S-1); AO No. 91-142(S-1))

Cross reference(s)—Access to public records, ch. 3.90.

Code Section	Title	Change	Notes
EXAMPLE: 14.60.030	EXAMPLE: Fine schedule	EXAMPLE: Update section titles	
All	Chapter 1.25	<p>The proposed changes in this chapter involve simplifying the language for public noticing of meetings and adding details that follow state law, and current or best practices. The major changes include the following:</p> <ul style="list-style-type: none"> * Eliminate the different noticing procedures throughout the chapter. Although the difference in boards and commissions exists in the state Open Meetings Act, there are no differences for public noticing in state law and the Municipality notices all board and commission meetings identically. * Eliminate the definitions of the terms "announcement" and "listing," in 1.25.005, which were the basis for the two different procedures for public noticing and replacing those terms with the more accurate and more commonly used terms "publicly notice" a meeting. * Adds definitions for "<i>meeting</i>," "<i>public entity</i>," and "<i>municipal body</i>," among other changes to clarify terms used in the code and in the state Open Meetings Act. * Rearranges the code to separate Definitions at 1.25.005; Policy at 1.25.010; Rules at 1.25.015; and adds new sections for Remedies at 1.25.018; and Miscellaneous Provisions at 1.25.019. 	
Section 1	1.25.005 - Definitions	Adds a definition for the term <i>Agenda</i>	
		Updates the definitions for <i>Committee meeting</i> , <i>continued meeting</i> , <i>executive session</i> , <i>regular meeting</i> , <i>special meeting</i> , and <i>worksession</i> .	
		Adds a definiton for <i>Emergency special meeting</i>	

Code Section	Title	Change	Notes
		Adds a new definition for the term <i>meeting</i> , which is used throughout this chapter and is also defined in the state Open Meetings Act. The parts of the definition are explained separately in this table below.	

Code Section	Title	Change	Notes
		<p>Adds a new definition for term <i>minutes</i>, which is used in this chapter and in Title 4, Boards and Commissions. "Action minutes" are required to be written, and include the call to order; roll call; motions, seconds, votes on motions, but do not include discussion and debate on motions; disclosures by members of potential conflicts of interest and the ruling on the potential conflict, but do not include discussion and debate on the potential conflict or ruling; the subject of public hearings and a statement, if applicable, that public testimony or comment was provided on that subject; and adjournment of the meeting.</p>	<p>There is no definition for minutes in the state Open Meetings Act because the purpose of that law is to confirm meetings are open and publicly noticed. AMC Chapter 1.25 - Public Meetings is broader than the state Open Meetings Act since it concerns public meetings generally. It is, thus, the appropriate place to include these new provisions on minutes.</p> <p>"Action" minutes are the best practice and preferred method to inform the members and the public of the action taken by the public body.</p> <p>In current code, "minutes" are required to be taken by Boards and Commissions in AMC 4.05.130, but the definition is too narrow, by not including, for example, the roll call, but also too broad, by not limiting the minutes to the "action" taken by the body at the meeting. Even so, it is understood that many municipal boards and commission staffers prepare "action minutes."</p>

Code Section	Title	Change	Notes
		Adds a definition for <i>publish</i> , which is authorized in the Charter to display public notice of meetings on the municipal website.	Reference Charter 17.13(h): (h)"Publish" means to cause to be posted on a municipal website designated for public notices the matter required by law to be published. Unless otherwise provided by the assembly, posting shall be maintained for seven consecutive days. The assembly shall provide for additional modes of dissemination.

Code Section	Title	Change	Notes
		A "recording" is defined in the code and includes "an electronic or digital sound reproduction. For purposes of this chapter, the term "tape" or "tape recording" also means electronic or digital recording."	<p>Current code does not require boards and commissions to record public meetings, although it is understood that some board and commission staffers do.</p> <p>Recording public meetings is a best practice and beneficial for staff when preparing the written minutes of the meeting and for the public to hear the discussion and debate that is not required to be included in the minutes. Recording public meetings and making the recording available to the public fulfils the policy of the Municipality stated in the Charter that all meetings of any municipal body shall be public and increases the public trust in local government.</p> <p>The changes in section 3 articulate the standards for the recordings, where to post the recordings, and who is responsible for doing so.</p> <p>The Assembly is required by current code to record meetings (AMC 2.30.030A.1) and maintain minutes of meetings (AMC 2.30.083).</p>
		Adds a definition for <i>Task Force</i> .	Differentiates from a committee, board, or commission by providing that these are temporary in nature and consider assigned topics.

Code Section	Title	Change	Notes
Section 2.	Policy; public meetings.	Amends the title of this section to read <u>Policy; public meetings</u> and deletes the term "generally."	
	1.25.010A.	<p>Clarifies the policy regarding public notice of meetings:</p> <p>A. The policy of the municipality of Anchorage is that [a]ll meetings of the assembly, the school board, [and other]boards and commissions, <u>and any municipal body shall be open to the public [AS PROVIDED IN CHARTER SECTION 17.05], except as otherwise provided in this chapter or another provision of law.</u></p>	<p>Reference Charter 17.05(a):</p> <p>(a)All meetings of the assembly, the school board and other boards and commissions shall be public. The assembly by ordinance shall adopt procedures for maximum reasonable public notice of all meetings. At each such meeting the public shall have reasonable opportunity to be heard. An executive session may be held to discuss pending litigation or any matter the immediate public knowledge of which would tend to affect adversely the finances of the municipality or to defame or prejudice the character or reputation of any person. The general matter for consideration in executive session shall be expressed in the motion calling for the session. No official action may be taken in executive session.</p>

Code Section	Title	Change	Notes
	1.25.010B.	<p>Adds a new subsection B to clarify that "public notice" is required for all meetings that are public under this chapter:</p> <p><u>B. Reasonable public notice shall be given for all meetings required to be public under this chapter.</u></p>	<p>Reference Charter 17.05(a):</p> <p>...The assembly by ordinance shall adopt procedures for maximum reasonable public notice of all meetings....</p> <p>Reference state Open Meetings Act, AS 44.62.310(e):</p> <p>(e) Reasonable public notice shall be given for all meetings required to be open under this section....</p>
	1.25.010C.	<p><u>C. Nothing in this chapter shall be construed to reduce the effect of applicable state law, AS 44.62.310-.319, Open Meetings of Governmental Bodies. This chapter shall be construed broadly to effectuate the greatest possible public notice of gatherings of municipal bodies covered by this chapter; circumstances not specifically addressed should be handled according to this principle.</u></p>	<p>Moves the provision that noting in this chapter shall be construed to reduce the effect of the Open Meetings Act, which is currently in the code in a different section, to this new appropriate section.</p>

Code Section	Title	Change	Notes
Section 3.	<u>Agendas; Duties of staff; Rules for public notice of meetings.</u>	Updates the title and content of this subsection.	This updated subsection outlines what staff is responsible for doing, specifies the minimum components required on an agenda, and detailed rules for publicly noticing meetings. Currently, it is not clear if staffers are responsible or if board members are responsible for these aspects of meetings and, since board members don't have access to edit the website, it is appropriate that staffers are responsible for this work. The content being deleted from this section has, for the most part, been re-added to this section, moved to another section in this ordinances, or consolidated.
Section 4.	Violations, remedies for violations	Creates this new section to discuss violations and remedies.	These are taken from Open Meetings Act: in 44.62.310(f): "A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting."
Section 5.	1.25.019 Miscellaneous Provisions	Creates this new section to discuss miscellaneous provisions and separates these provisions from the section related to the duties of staff.	

Code Section	Title	Change	Notes
Section 6.	2.30.030 Meetings	Updates Section 2.30.030 for consistency on continued meetings, removes physical notice from this section as it has been moved to 1.25, restates provisions for emergency special meetings which were removed from 1.25.015. Also removes work sessions from permanent retention for cost savings.	
Section 7.	2.30.036 Executive Sessions	Updates 2.30.036C. to include new subsection C.5. which is a category in OMA, AS 44.62.310(c)(4), which was not included in current code.	
Section 8.	4.05.090 Meetings	Amends 4.05.090 for consistency with 1.25 regarding rules for boards and commissions related to recordings and minutes.	Conforms AMC 4.05.090 with the changes in 1.25; requires the use of Robert's Rules; provides that boards or commissions may establish rules of procedure, consistent with AMC 3.40, to be published in Anchorage Municipal Code of Regulations.
Section 9.		Repeals Sections 4.05.120 and 4.05.130 related to rules of order and minutes and public hearing records as these matters have been dealt with in 4.05.090 and 1.25.	
Section 10.	27.20.040 Organization; Meetings	Refers matters of Limited Road Service Area meetings to 1.25 for consistency.	

Code Section	Title	Change	Notes
Section 11.	2.40.035 Recognition of community councils; special ex officio community council recognition for Girdwood Board of Supervisors	Clarifies that when Girdwood Board of Supervisors is sitting solely as a community council, it is not subject to provisions of Chapter 1.25.	
Section 12.	29.10.050 Meetings	Makes updates to the School Board meetings section of code consistent with Chapter 1.25, mostly executive sessions but also committees and ad hoc committees.	