



Municipality of Anchorage

Office of the Municipal Clerk

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Municipal Clerk: Jamie Heinz, MMC

www.masmc@anchorageak.gov

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 and Email Address: _____

Preferred Meeting Date: _____

(Please reference schedule of Assembly Meetings)

Signature of Applicant: _____ Date: _____

AMC 2.30.040D: Appearance requests accepted by the municipal clerk must be placed before the assembly no later than 14 days after acceptance.

AMC 2.30.035A.9: Appearance requests (shall begin no earlier than 5:15 p.m. and testimony by the last person shall begin no later than 6:00 p.m.).

ASSEMBLY APPEARANCE REQUESTS

Anchorage Municipal Code: 2.30.040 Appearance requests and audience participation.

- 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 the person intends to speak.
- B. Appearance requests will be heard by the assembly when placed on the agenda by the municipal clerk. A person may only file one appearance request per meeting. Each speaker is limited to three minutes of testimony.
- 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. Subjects currently under labor negotiations.
 - d. Items upon which litigation involving the person or the person's representative is currently pending.
 - 3. To ensure that sufficient time remains available for the Assembly to conduct its business, not more than three appearance requests will typically be granted for any single meeting.
- 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 at the electronic transmission address assigned to assembly members by the Municipality of Anchorage. Other written communications directed to the assembly will be reproduced, if necessary, and distributed to assembly members 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."
- G. If time is available, audience participation shall be held at each regular meeting. Audience participation is limited to three minutes of testimony per speaker, and this time may not be extended. A person may testify on any topic; however, a person shall not testify on the speaker's own appearance request at the same meeting.

Revised August 10, 2023.