

Submitted by: Assembly Chair LaFrance and  
Vice Chair Constant  
Prepared by: Municipal Clerk's Office &  
Assembly Counsel  
For reading: September 13, 2022

**ANCHORAGE, ALASKA**  
**AO No. 2022-82**

1 **AN ORDINANCE OF THE ANCHORAGE ASSEMBLY AMENDING ANCHORAGE**  
2 **MUNICIPAL CODE CHAPTER 2.30 RULES OF PROCEDURE FOR ASSEMBLY.**  
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4 **WHEREAS**, Anchorage Municipal Charter section 4.04(c) provides “[t]he assembly  
5 by ordinance shall determine its own rules and order of business”; and  
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7 **WHEREAS**, the Anchorage Municipal Assembly has adopted Rules of Procedure  
8 codified in Anchorage Municipal Code chapter 2.30 *Rules of Procedure for*  
9 *Assembly*; and  
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11 **WHEREAS**, Anchorage Municipal Code section 2.30.080I. provides that “In all  
12 matters not covered by this chapter, Robert's Rules of Order, Newly Revised, shall  
13 govern”; and  
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15 **WHEREAS**, further clarification of the Assembly's rules of procedure in municipal  
16 code can reduce confusion and provide greater clarity to the public and the  
17 Assembly Members; and  
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19 **WHEREAS**, this ordinance will not have significant economic effects; now,  
20 therefore,  
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22 **THE ANCHORAGE ASSEMBLY ORDAINS:**  
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24 **Section 1.** Anchorage Municipal Code chapter 2.30 is hereby amended to read  
25 as follows (*the remainder of the chapter is not affected and therefore not set out*):  
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27 **Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY**

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29 **2.30.035 - Meeting agenda.**  
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31 A. Order of business. The order of business at all regular meetings of the  
32 assembly shall be as follows:

- 33 1. Call to order.
- 34 2. Roll call.
- 35 3. Pledge of allegiance and land acknowledgment.
- 36 4. Minutes of previous meetings.
- 37 5. Mayor's report.
- 38 6. Assembly Chair's report.
- 39 7. Committee and liaison reports.
- 40 8. Addendum to agenda.

- 1 9. Appearance requests and initial audience participation (shall  
2 begin no earlier than 5:15 p.m. and testimony by the last person  
3 for initial audience participation shall begin no later than 6:00  
4 p.m.).
  - 5 a. Appearance requests shall be in accordance with  
6 section 2.30.040.
  - 7 b. Following appearance requests, members of the public  
8 may be heard under initial audience participation, in  
9 accordance with subsection 2.30.040G.
- 10 10. Consent agenda. Routine items requiring assembly action may  
11 be placed on the consent agenda for approval upon a single  
12 motion and vote. Prior to approval, on the request of any  
13 member of the assembly, an item placed on the consent  
14 agenda may be pulled from the consent agenda and  
15 considered with a separate vote.
  - 16 a. Resolutions for action - proclamations and recognitions.
  - 17 b. Resolutions for action - other.
  - 18 c. Bid awards.
  - 19 d. New business.
  - 20 e. Appropriation items.
  - 21 f. Information and reports.
  - 22 g. Ordinances and resolutions for introduction. All  
23 ordinances and those resolutions requiring a public  
24 hearing will be placed on the consent agenda for  
25 introduction and will be set for public hearing at a future  
26 meeting.
- 27 11. Unfinished business and unfinished action on public hearing  
28 items.
- 29 12. Unfinished business and unfinished action on quasi-judicial  
30 matters after public hearing, or action on other administrative  
31 matters, such as election certification, and special orders that  
32 are not public hearing items.
- 33 13. Continued public hearings (shall begin no earlier than 6:00  
34 p.m., and shall be taken up immediately following completion  
35 of unfinished business and unfinished action on public hearing  
36 items).
- 37 14. New public hearings (shall begin no earlier than 6:00 p.m. and  
38 shall be taken up immediately following completion of  
39 continued public hearings).
- 40 15. New and continued quasi-judicial public hearings.
- 41 16. Final audience participation.
- 42 17. Assembly comments.
- 43 18. Executive sessions.
- 44 19. Adjournment shall be promptly at 11:00 p.m.; provided,  
45 however, by two-thirds vote of the assembly, adjournment and  
46 business before the assembly may be continued past 11:00

- 1 p.m. until 12:00 midnight.
- 2 B. *Laid-on-the-table items.* Upon passage of a motion to amend the
- 3 agenda duly made and seconded, any member of the assembly may
- 4 request action on items not included in the regular or addendum
- 5 agenda. A motion to “lay an item on the table” may be taken as a
- 6 motion to amend the agenda.
- 7 1. *Ordinances.* Ordinances for introduction may be laid on the
- 8 table at any time, pursuant to Charter Section 10.01.
- 9 Ordinances shall be set for a public hearing following
- 10 introduction and upon approval of three assembly members.
- 11 The required approval may be in the form of a motion by an
- 12 assembly member to introduce an ordinance, accompanied by
- 13 both a second and a third.
- 14 2. *Resolutions to be set for a public hearing at a future meeting.*
- 15 A resolution may be introduced and [BE] laid on the table at any
- 16 time if the member introducing the resolution moves to set the
- 17 resolution for public hearing at a future meeting and the motion
- 18 is approved by majority vote.
- 19 3. *All other assembly items, including resolutions not set for a*
- 20 *public hearing at a future meeting.* Upon an affirmative vote of
- 21 at least eight members, the assembly may take action on these
- 22 items only under circumstances that require immediate
- 23 assembly action, such as financial necessity, natural disasters,
- 24 or when time is of the essence for assembly action on an item.
- 25 C. *Supplemental materials.* Additional materials on an item included on
- 26 a properly published and distributed agenda may be added at any
- 27 time.
- 28 D. *Public notice of agenda.* The agenda for the regular assembly
- 29 meetings shall be published no fewer than 36 hours prior to any
- 30 regular assembly meeting.
- 31 E. *Agenda distribution.* The agenda for regular assembly meetings shall
- 32 be distributed to each assembly member and the mayor not less than
- 33 72 hours prior to the regular assembly meeting.
- 34 F. *Agenda for special meeting.* The agenda for a special meeting shall
- 35 include such items as are necessary to accomplish the purpose of the
- 36 meeting, and at least the following:
- 37 1. Call to order.
- 38 2. Roll call.
- 39 3. Pledge of allegiance and land acknowledgment.
- 40 4. Items of business.
- 41 5. Audience participation.
- 42 6. Assembly comments.
- 43 7. Adjournment.
- 44 G. *Public hearings at continued and special meetings.* Continued and
- 45 new public hearings at special meetings, if any, may be opened or
- 46 resumed at any time during the pendency of the meeting.

1 H. *Adoption.* A published agenda applies to the meeting for which it was  
 2 published, subject to amendment at the meeting, and does not need  
 3 to be formally adopted or approved by vote.  
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5 (AO No. 2017-53 , § 6, 7-1-17; AO No. 2020-30(S) , § 2, 4-28-20; AO 2021-  
 6 117, § 1, 1-19-22)

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8 **2.30.040 - Appearance requests and audience participation.**  
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- 10 A. A person wishing to speak before the assembly under "appearance  
 11 requests" must file an appearance request with the municipal clerk  
 12 specifying the topic on which the person intends to speak.  
 13 B. Appearance requests will be heard by the assembly when placed on  
 14 the agenda by the municipal clerk. A person may only file one  
 15 appearance request per meeting. Each speaker is limited to three  
 16 minutes of testimony. The chair may, at the chair's discretion, extend  
 17 the time to allow no more than five minutes for remarks [BEYOND  
 18 THREE MINUTES] when the speaker is representing a group.  
 19 C. In determining whether or not appearance requests are placed on the  
 20 agenda, the municipal clerk, in conjunction with the assembly chair,  
 21 shall adhere to the following:  
 22 1. If the appearance request has clearly defined administrative  
 23 channels of resolution that have not yet been utilized by the  
 24 person requesting an appearance before the assembly, the  
 25 municipal clerk shall refer the person to the appropriate  
 26 administrative channels of resolution.  
 27 2. Except under special circumstances as determined by the  
 28 chair, appearance requests which involve the following shall  
 29 not be accepted.  
 30 a. Items that have clearly defined administrative channels  
 31 of resolution that have not yet been utilized by the  
 32 person.  
 33 b. Items that the assembly or administration has no  
 34 jurisdiction over and/or responsibility or authority to  
 35 resolve per the Municipal Charter, Municipal Code, or  
 36 Municipal Code of Regulations.  
 37 c. Subjects currently under labor negotiations.  
 38 d. An item upon which litigation involving the person or the  
 39 person's representative is currently pending.  
 40 3. To ensure that sufficient time remains available for the  
 41 Assembly to conduct its business, not more than three  
 42 appearance requests will typically be granted for any single  
 43 meeting.  
 44 D. Appearance requests accepted by the municipal clerk must be placed  
 45 before the assembly no later than 14 days after acceptance.  
 46 E. In lieu of appearance requests, the assembly will accept brief written

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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, final audience participation shall be held [SCHEDULED] at each regular meeting. Audience participation is limited to three minutes of testimony per speaker, whether during initial or final [SCHEDULED] audience participation, 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.
- H. The following chart summarizes information in this chapter regarding appearance requests, audience participation, and public testimony:

<u>AMC 2.30.040B.</u>	<u>Appearance Requests</u>	<u>3 min. – chair may extend to 5 min. for individual representing a group</u>
<u>AMC 2.30.040G.</u>	<u>Initial and Final Audience Participation</u>	<u>3 min. – chair may not extend</u>
<u>AMC 2.30.055B.</u>	<u>Public Hearings</u>	<u>3 min. – for individuals, chair may extend for up to 5 min. total for individual representing a group</u> <u>OR</u> <u>5 min. – for community council representative, Girdwood Board of Supervisors (GBOS) representative, or Native Village of Eklutna (NVE) representative – chair may not extend</u> <u>Note: person testifying for a group does not also get 3 minutes to testify as an</u>

		<u>individual.</u>
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(AO No. 78-49; AO No. 79-137, 10-18-79; AO No. 94-177(S), § 2, 10-27-94; AO No. 2014-2(S), § 1, 2-25-14; AO No. 2017-53 , § 7, 4-11-17; AO No. 2020-30(S) , § 4, 4-28-20; AO 2021-117, § 1, 1-19-22)

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**2.30.055        Conduct of public hearing.**

A.        The chair or presiding member of the assembly meeting may request persons testifying at public hearing to give their name, and to identify their neighborhood or community of residence.

B.        Each individual giving testimony shall be allocated three minutes; however, the chair may, at the chair’s discretion, extend the time to allow the individual to testify for no more than five minutes when the speaker is representing a group. The time limit for a designated representative of a community council is five minutes. The time limit for a designated representative of the Native Village of Eklutna is five minutes. When an individual is representing a group, the total amount of time for the individual is five minutes; the individual does not get an additional three minutes to speak in their personal capacity. [THE CHAIR MAY, AT THE CHAIR'S DISCRETION, EXTEND THE TIME FOR REMARKS BEYOND THREE MINUTES WHEN THE SPEAKER IS REPRESENTING A GROUP.] The speaker must focus testimony to the topic of the public hearing. An individual may use a portion of their allocated time to engage in silent protest, but while doing so[,] must not prevent or delay other members of the public from providing testimony while the individual’s silent protest continues. A chart summarizing information in this chapter regarding public testimony, appearance requests, and audience participation is at section 2.30.040H.

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(AO No. 2014-2(S), § 3, 2-25-14; AO No. 2017-53, § 10, 4-11-17; AO No. 2020-137(S), § 2, 1-14-21; AO 2021-117, § 1, 1-19-22)

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**2.30.065        Motions.**

A.        *By a member with the floor.* A motion that is in order may be made at any time by a member who has been granted the floor by the chair.

B.        Rules applicable to specific motions. Certain motions classified by Robert’s Rules as subsidiary shall be considered incidental main motions when made pertaining to an agenda item and there is no main

motion pending, including a motion to postpone indefinitely, motion to postpone to a time certain, motion to continue, motion to refer, and similar motions incidental to or related to assembly business on the agenda.

1. *Motion to postpone indefinitely.* Any main motion may be postponed indefinitely.
2. Motion to postpone to a time certain. Any main motion may be postponed to a future meeting date.
3. *Motion to lay on the table.* A motion to lay an item on the table may be taken as a motion to amend the current agenda.
- 4 [3]. *Motion to change the order of the day.* The assembly may reorder an agenda and take up any item by motion of a member to change the order of the day. A motion to change the order of the day requires a second, and a majority vote.
- 5 [4]. *Motion to continue.* A public hearing and action on an item can be continued to any date.
- 6 [5]. Motion to refer. A motion to refer an item to a committee or department shall also bring the item back to a date specified by the assembly, or to the next regular agenda following the committee's or department's completion of the matter referred.
7. *Motion to reopen a public hearing.* A motion to reopen a public hearing requires a majority vote.

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*[Note to Code Revisor: renumber subsequent sections accordingly.]*

(AO 2021-117, § 1, 1-19-22)

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**Section 2.** This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Municipal Clerk