

**MUNICIPALITY OF ANCHORAGE**  
**HISTORIC PRESERVATION COMMISSION**  
**RULES OF PROCEDURE**

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**ARTICLE I – OFFICERS**

1. The Commission shall annually organize and elect a Chair, Vice-Chair, and Recording Officer at its meeting in March.
2. The Chair shall preside over the meetings of the Commission and shall exercise all the powers usually incident to the office and shall be a voting member with full right to have their vote recorded in all deliberations of the Commission. The Chair or a designated appointee shall attend Anchorage Assembly and other Municipal Board or Commission meetings at which important Commission recommendations are presented and shall speak on behalf of the Commission.
3. The Vice-Chair shall assume the duties of the Chair in their absence or during business items from which the Chair is excused. In case the Chair and Vice-Chair are both absent or excused, the members present shall elect a Temporary Chair, who shall during the meeting or agenda item have full powers of the Chair.
4. The Recording Officer shall assist the Secretary in the preparation of the meeting record and assist the Chair in compliance with these Rules of Procedure.
5. The Planning Director shall be the Secretary. In the Planning Director's absence, the Historic Preservation Officer shall act as Secretary. In case both are absent, another designated member of the Planning Department staff shall act as Secretary. The Secretary shall keep a record of all meetings of the Commission and shall keep such files as may be required.

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**ARTICLE II – COMMITTEES**

1. The Commission may form standing and temporary committees to address specific issues in more detail. Standing committees address ongoing activities of the Commission. Temporary committees address a specific situation and may be disbanded once the situation has been addressed. Committees shall be composed of two or more members of the Commission. The Commission may form a committee of the whole to discuss items that need further discussion in an informal setting before the Commission can take action.

**ARTICLE III – MEETINGS**

1. Regular meetings of the Commission shall be held on the third Thursday of the month at 5:30 p.m., unless notice of postponement is given each member at least twenty-four hours prior to that time. If the regular meeting shall occur on a holiday observed by the Municipality, the meeting shall be rescheduled at the discretion of the Chair or Secretary to a date that is not a Saturday, Sunday, or holiday observed by the Municipality. Should the Commission be unable to complete all the required business at a regular meeting, the Commission shall continue the meeting to a designated date.
2. Special meetings may be called by the Chair or Secretary, provided that at least twenty-four hours' notice of special meeting is given each member at their established business or residence.
3. Meetings of the Commission shall be held at a designated place unless notice of another meeting place is given to each member at least twenty-four hours prior to the meeting and a public posting is made at the regular meeting place informing the public of the change of meeting location.

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4. All meetings of the Commission shall be open to the public, except that any question permitted by law may be discussed in an executive session, which is closed to the public, provided that no final action is taken on any question in that session.
5. Regular meetings, special meetings, work sessions, and continued meetings shall be publicly noticed at least 48 hours prior to the meeting. Committee meetings shall be publicly noticed at least 24 hours prior to the meeting.
6. A majority of the membership of the Commission shall constitute a quorum for the transaction of business. Action by the Commission shall require the favorable vote of a majority of the full membership of the Commission. Full membership means a majority of the nine authorized seats of the Commission, less the number of Commissioners excused for conflicts of interest.
7. Any member who has a substantial direct or indirect financial interest in any question being voted shall disclose their interest but shall not be excused from voting hereon except with the concurrence of the majority of the other members present, as provided in Article IV – Procedure for Disclosures.
8. Any member of the Commission anticipating an absence from a Commission meeting shall so advise the Commission Chair and Secretary prior to the meeting. Any member of the Commission anticipating an extended period of absence from Commission meetings shall so advise the Commission Chair and Secretary in advance. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended to the Mayor and Assembly for replacement.
9. In all matters not covered by these rules, Roberts Rules of Order, Revised, shall govern.

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10. All recommendations by the Commission to the Anchorage Assembly, other Municipal Board or Commission, or the Administration shall be made by resolution. Resolutions shall be numbered consecutively within each year, according to the sequence of approval, and shall be signed by the Chair and the Secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.
11. The agenda for each regular meeting of the Commission shall be prepared by the Secretary and shall be distributed to each member no later than 5 p.m. on the Friday prior to the meeting.
12. The order of business at all meetings of the Commission shall be as follows, unless changed by the Commission at the meeting:
  1. Call to Order/Roll Call
  2. Land Acknowledgement
  3. Disclosures
  4. Approval of Agenda
  5. Approval of Minutes
  6. Special Order of Business/Executive Sessions (*as needed*)
  7. Unfinished Business
  8. New Business
  9. Persons to Be Heard
  10. HPC Committee Reports
  11. Staff Reports
  12. Commissioners' Comments and Questions
  13. Adjournment
13. The Land Acknowledgement shall be stated as follows:

*The Historic Preservation Commission would like to acknowledge that we gather today on the traditional lands of the Dena'ina Athabascans. For thousands of years the Dena'ina have been and continue to be the stewards of this land. It is with gratefulness and respect that we recognize the contributions, innovations, and contemporary perspectives of the upper Cook Inlet Dena'ina.*

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14. The deadline for adjournment of all meetings shall be as designated by a majority vote of the members present.

**ARTICLE IV – PROCEDURE FOR DISCLOSURES**

1. The Chair shall ask for disclosures.
2. The Commission member shall make a disclosure regarding one or more specific items on the agenda.<sup>1</sup>
3. For each agenda item that the member has made a disclosure, the Chair (or acting Chair) shall ask, and the member respond to, the following questions:<sup>2</sup>

*Does the member have a substantial financial interest or substantial private interest in the business item before the body and is that interest:<sup>3</sup>*

- *A substantial part of the present action of the commission on this item?*
- *One that varies directly and substantially with the outcome of the commission's action?*
- *Immediate and known or inconclusive (conjectural) and dependent on factors beyond the commission's action?*
- *Significant monetarily?*
- *Generally possessed by a large group, or only by the individual member? (If there is an interest, is it by a large group or by an individual? If you have a large interest, then specify that limited interest is of a general nature.)*

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<sup>1</sup> If the Chair has a disclosure to make, the Chair first gives the other Commissioners the opportunity to make any disclosures. The Chair discloses last, after the Commission has addressed disclosures from other members. After making the disclosure, the Chair gives control of the meeting over to the Vice-Chair. The Vice-Chair becomes the acting Chair for the purpose of carrying out the disclosure procedure to determine if the Chair should participate in discussions and actions for that item. Once the Vice-Chair has completed the procedure to determine if the Chair has a conflict or not, the Vice-Chair returns control of the meeting to the Chair.

<sup>2</sup> In practice, as an alternative to step 3, upon listening to the disclosure by the member, if the Chair believes there is no direct conflict, the Chair may state that they think there is no direct conflict and unless there are any objections from other Commissioners can direct the member to participate in discussions of the agenda item, without asking the bulleted questions in 3 or undergoing a motion and vote.

<sup>3</sup> The Chair asks each bulleted question individually and has the member respond before moving on to the next bulleted question.

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4. The Chair shall ask for a motion from another Commissioner to direct that the member participate in the business item.<sup>4</sup>
  - Motion: *I move to direct \_\_\_\_\_ to participate in business item \_\_\_\_\_.*
  - Second the motion.
  - Commissioners (not including the member) vote, yes or no.
5. If the member has made a disclosure on more than one agenda item, the Chair shall repeat steps 3 and 4 for each additional agenda item for which the member has made a disclosure.
6. The Chair shall repeat the procedure for each Commissioner who makes a disclosure.

**ARTICLE V – PROCEDURE FOR PUBLIC HEARINGS**

1. The Chair shall ask for a staff report on the public hearing item.
2. After the staff presentation is completed on the public hearing item, the Chair shall ask for public testimony on the issue.
3. Persons who wish to testify shall adhere to the following time limits:
  - Petitioners (including all their representatives) - 10 minutes. (Part of this time may be reserved for rebuttal.)
  - Representatives of groups (community councils, PTAs, etc.) - 5 minutes.
  - Individuals - 3 minutes.
4. When a person's testimony is complete, they may be asked questions by the Commission. Persons shall testify only once on any issue unless questioned by the Commission.
5. After there is no further public testimony, the Chair shall declare the public hearing is closed.

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<sup>4</sup> The motion in step 4 is always stated in the positive, to direct the member to participate. This motion enables the commission to vote on the matter. A "no" vote excuses the member from participating in the agenda item.

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**ARTICLE VI – PROCEDURE FOR VERBAL REPORTS AND PRESENTATIONS**

6. The Chair shall ask for the report or presentation on the meeting agenda item before the Commission.
7. Staff and other presenters (including all co-presenters for the agenda item) shall adhere to a time limit of 20 minutes per agenda item.
8. When the presentation or report is complete, the presenter(s) may be asked questions by the Commission.

**ARTICLE VII – CHANGE OF RULES**

1. The Rules of Procedure may be amended at any regular or special meeting of the Commission by a majority vote of the membership.

Approved: September 18, 2025

  
Melisa R. K. Babb

  
Connor Scher, NCARB