

## HHAND COMMISSION RULES OF PROCEDURE

### I. OFFICERS

#### ***Chair and vice-chair.***

- A. The commission shall annually organize and elect a chair and vice-chair at its first meeting in March.
- B. The chair shall preside over the meetings of the commission and shall exercise all the powers usually incident to the office. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the commission. The chair or his/her designated appointee shall attend Anchorage Assembly meetings at which important commission recommendations are presented and shall speak on behalf of the commission
- C. The vice-chair shall assume the duties of the chair in the event of absence or inability of the chair. A member of the commission shall assume the duties of the vice-chair. In case of the absence or inability of the chair and vice-chair, the members present may elect for the meeting a temporary chair, who shall during such meeting have full powers of the chair.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### II. MEETINGS

#### ***Time and Place***

- A. Regular meetings of the commission shall be held on the first Wednesday of the month at 4:00 – 5:30pm, unless notice of postponement is given each member at least 24 hours prior to that time. Time of meeting may be changed by public notice in a manner prescribed for notice of public hearings. Should the commission be unable to complete all of the agenda at a regular meeting, the agenda shall be continued to the following meeting, unless otherwise specified at the end of the meeting.
- B. Special meetings may be called by the chair or secretary, provided that at least 24 hours notice of special meeting is given each member at his/her established business or residence.
- C. Regular meetings of the commission shall be held in the Fourth Floor Conference Room, Room 423 at DHHS (825 L Street). Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting on the Municipality webpage.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

#### ***Resolutions.***

All recommendations by the commission to the Anchorage Assembly shall be made by resolution. The secretary shall prepare the resolution, and it shall be signed by the chair and the secretary. Resolutions shall be numbered consecutively within each year, according to sequence of approval. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

#### ***Agenda.***

The agenda for each regular meeting of the commission shall be prepared by the secretary and shall be distributed along with the packet to each member at least seven days prior to the meeting except for special meetings.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

## HHAND COMMISSION RULES OF PROCEDURE

### ***Order of business.***

The order of business at all public meetings of the board shall be as follows:

- A. Roll call
- B. Approval of Order of Business
- C. Approval of minutes.
- D. Old business.
- E. New business.
  - 1. Appearance Requests
  - 2. Action Items
- F. General Public Comments
- G. Reports (informational items)
- H.

### ***Adjournment***

The deadline for adjournment of all meetings shall be 6:30pm.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### ***Record of Proceedings***

A tape recording shall be made of each regular commission meeting. The recorder shall record the minutes which shall include each decision of the commission, the vote of each member of the commission for the respective decision, and the names of commission members moving and seconding each action. Minutes shall also include a record of any public comments, including the name, title, organization represented (if any) of each person offering public comments and a detailed description of comments; and the name, title organization represented and presentation title or topic of any presentations given during a commission meeting. Handouts provided during any public comments or presentations shall be stored with meeting minutes. Comments or opinions of individual commission members other than their vote shall be recorded only when the commissioner states the comment is “for the record”.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### ***Public comments***

A. Public comments of persons appearing before the commission shall be limited as follows: representatives of groups, five minutes; individuals, three minutes. The commission may extend the time period for any person where it deems the additional information to be new and necessary to its decision on the matter.

B. Persons wishing to provide public comments at commission meetings shall indicate on which item he/she wishes to speak or otherwise provide information by signing up for the particular item on the sign-up list at the beginning of the meeting. The chair will call on people from the sign-up list to offer comments according to the Order of Business. Easily reproduced materials relevant to the public

comments should be provided to the secretary 72 hours in advance of the meeting, or 17 copies of any materials may be brought to the commission meeting for commissioner members and the secretary.

## HHAND COMMISSION RULES OF PROCEDURE

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### ***Conflicts of interest - Disclosure.***

A. No commission member shall participate in any decision in which the commission determines either that such member has a conflict of interest, as defined in Anchorage Municipal Code 3.60.070, or that such member has a personal interest or involvement in the case which would prevent that member from fairly evaluating the case, or that, based on all surrounding circumstances, participation by such member would create the appearance of impropriety in the proceedings. The commission's determination shall take into consideration the interest of the public in a commission which has familiarity with the community and its past and future development. No member shall be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

B. Any commission member who has a possible conflict of interest in a pending matter shall bring this information to the attention of the chair before the staff or commission member begins its presentation or as soon thereafter as the commissioner recognizes his/her possible conflict. If the chair determines the information presents a true conflict of interest, the commission member shall abstain from voting; otherwise the commission member shall not abstain. In the case of a potential conflict of interest of the chair, the vice-chair shall make the ruling in the chair's place. Any commission member may request a vote of the entire commission on the potential conflict of interest, the result of which shall take the place of the chair's or vice-chair's ruling. It shall be the responsibility of each commission member to fully disclose facts showing any known conflict of interest or other personal interest or involvement. Where appropriate the conflict may be discussed in executive session.

C. Any member excused under this section shall not further participate on the commission in any manner for the matter on which he/she abstains.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

## **III. MISCELLANEOUS PROCEDURES**

### ***Appearance requests.***

An appearance request besides public comments on a particular topic on the order of business must be submitted 14 days in advance of the regular meeting and state the purpose and topic of the appearance and include any related narrative and graphics. If the graphics are of a size that cannot be readily reproduced, 17 copies shall be submitted with the appearance request. Appearances will be confirmed by staff and scheduled for 5 to 30 minutes, depending on the subject matter and available meeting time.

Authority - Anchorage Municipal Code 3.40, 4.05.120.