

GIRDWOOD BOARD OF SUPERVISORS RULES & PROCEDURES

**Adopted: September 20, 2004
Revised and approved April 2022**

I. ESTABLISHMENT AND GENERAL POWERS OF GIRDWOOD BOARD OF SUPERVISORS

- A.** The Girdwood Valley Service Area was established by Anchorage Municipal Code (AMC), Chapter 27.20.110 Girdwood Valley Service Area Board of Supervisors, as follows:
- a.* There is established a board of supervisors for the Girdwood Valley Service Area consisting of five (5) persons elected in accordance with the provision of this chapter. The board shall be constituted and shall function in the manner prescribed in this chapter [AMC, Chapter 27.20] in the exercise of fire prevention and protection, street construction and maintenance, housing and economic development, solid waste collection, parks and recreation services, cemetery oversight, public safety, and utilities.
- B.** The Girdwood Board of Supervisors (hereafter “GBOS”) shall consult with and advise the Anchorage Assembly (hereafter “Assembly”) and Mayor concerning the administration of the affairs of the service area and the services that are being provided.
- C.** GBOS shall provide annual service area budgets to the Mayor and Assembly for their approval.
- D. E.** Assembly Ordinance AO 2003-113 approved August 12, 2003:
Girdwood Board Supervisors Rules and Procedures

The Girdwood Board of Supervisors is designated as the Girdwood Community Council ex-officio by the Anchorage Municipal Assembly. Because of this, Girdwood is not recognized as a Community Council District in Municipal Code 2.40.040.D – Establishment of community council districts. Municipal Code 2.40.035.B Recognition of community councils; special ex officio community council recognition for Girdwood Board of Supervisors, states: “Girdwood recognized; special provision. The municipality recognizes the Girdwood Board of Supervisors as the community council, ex-officio, which serves the Girdwood Valley Service Area (GVSA)

FII. RULES OF PROCEDURE FOR THE GIRDWOOD BOARD OF SUPERVISORS (GBOS).

The following information addresses specific organization of the Girdwood Board of Supervisors. Any items not addressed are to be handled in accordance with Robert’s Rules of Order.

Article 1: MEMBERSHIP.

- A. The GBOS shall consist of five (5) elected Members.
- B. The elected Members are elected officials, thus subject to the MOA laws governing removal from office. Generally stated:

Meeting Absences: A Member intending to be absent at a Regular Meeting shall request from the Chair or Co-Chair to be excused in advance of the meeting from which he will be absent.

Recall Procedure: GBOS will follow MOA guidelines for any potential recall of a GBOS member. **Declaration of Vacancy:** → put a a brief sentence to summarize it and reference code. Consider whther we want local code/practices.

C. Resignation by a Member will be done in the following manner: 1. Member submits signed letter of resignation to the Chair or Co-Chair and to the Mayor concurrently.

- D. At the time of a new Member's election or appointment to a GBOS seat, the Secretary shall prepare a notebook and digital guidance for the Member. The guidance shall contain: the current GBOS Rules and Procedures, copies of all GBOS minutes and attachments from the previous six (6) months, a copy of any current/pending correspondence or agenda, a calendar of all scheduled meetings for the next six (6) months, a copy of the Girdwood Comprehensive Plan, a copy of the Turnagain Arm Management Plan and anything else that the Chair or Co-Chair may direct the Secretary to insert.

Article 2: COMMITTEES.

The Girdwood Board of Supervisors has established the following Standing Committees:

- A. **Land Use Committee:** There shall be a Land Use Committee (hereafter "LUC") which shall function as an advisory committee to the GBOS on all Girdwood Land Use issues. The LUC shall operate in accordance with the Girdwood Land Use Committee Operating Principles as approved by the LUC and amended as needed.

The LUC is a one-person one-vote organization, whereas GBOS business is voted upon by only the 5 board members. In consort with the ideals of community

councils being the voice of the people with one-person one-vote, the LUC is designated by the GBOS to be the public hearing process for the GBOS. In the event that the voting in LUC and GBOS do not match each other, the rules under **Voting Conclusions**, Article 6, Section E will be followed.

It is intended that, on all matters involving Conditional Use Permits, Vacation Applications and Easement Applications the LUC will “hear” the matter first, and then, in accordance with the GBOS policies for these items, will send forward to the GBOS its recommendations and/or vote on the matter. Once the LUC has sent forward to the GBOS its recommendations on a given matter, that matter may then be put on the next available GBOS agenda for GBOS discussion, vote and action or recommendation to the appropriate MOA department or authority. All effort shall be made for Girdwood land use type issues to be heard before the LUC first and voted upon by members. In situations with time constraints that preclude prior hearings at LUC, such issues will be heard by GBOS and their recommendation will be forwarded to the appropriate authority, with the caveat that time did not permit the issue to be heard and voted upon by the LUC.

B. Trails Committee: Given the importance of local and regional trails in the Girdwood valley, there shall be a Trails Committee which shall function as an advisory committee to the GBOS on all matters related to trails in the Girdwood valley. The Trails Committee shall operate in accordance with procedures adopted by the Committee, approved by the GBOS and amended as needed.

C. Public Safety Advisory Committee: The Public Safety Advisory Committee shall function as an advisory committee to the GBOS in all matters related to policing and public safety in the Girdwood valley. The Public Safety Committee shall operate in accordance with procedures adopted by the Committee, approved by the GBOS and amended as needed.

D. Girdwood Housing and Economic Committee

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Ad Hoc Committees:

The Girdwood Board of Supervisors may designate Ad Hoc Committees for the purpose of researching plans or projects. Ad Hoc Committees are temporary groups, which will retire once the project is complete or the concept is tabled by GBOS. An Ad Hoc Committee may become a formal Committee of the GBOS if the project becomes part of the Girdwood Tax Service. Ad Hoc Committee meetings are required to follow GBOS posting and public notice as outlined in Section 1, G.

Examples of current and past Ad Hoc Committees of the GBOS include: Girdwood Area Plan Update Committee, Turnagain Arm Service Coalition (TASC), and Girdwood South

Townsite Area Plan Update Committee. Ad Hoc Committees are expected to report to GBOS at the monthly regular meeting.

Subcommittees:

The Standing Committees described above may create Ad Hoc Subcommittees for the purpose of working on specific projects of that Committee.

Article 3: MEETINGS.

A. Regular Meetings: Regular Meetings will be held on the third Monday of each month unless changed due to unforeseen circumstances or holidays. The meeting will start at the published time and will adjourn at ten (10) p.m. except, the meeting may be extended for up to one hour by a majority vote of the Members present. The meeting will not extend beyond eleven (11) p.m. The first order of business will be to approve the minutes of the previous Regular Meeting, and the minutes of any Special Meetings or Work Sessions, if deemed necessary, held in the monthly interim. Each agenda item is limited to a maximum of sixty (45) minutes of discussion unless the duration is extended by a majority vote of the Members present.

B. Special Meetings: Special Meetings may be called by the Chair or Co-Chair or by a quorum of the other Members. A minimum of twenty-four (24) hours' notice of meeting must be given to each Member and the Secretary. The Special Meeting must be posted at the Girdwood Post Office at least twenty-four (24) hours before the time set for meeting.

C. Work Sessions: Work Sessions may be called by the Chair or Co-Chair and/or any two Members at any time to discuss problems and plans. All Members and the Secretary must be notified under the same conditions as Special Meetings. No formal transactions may be decided upon at Work Sessions. At the Chair's request, Work Sessions shall be electronically recorded by the Secretary; written

minutes shall not be produced unless the Chair or Co-Chair decides a compelling reason exists for written minutes.

D. Executive Sessions: Executive Sessions may be called by a vote of the majority (a quorum) of Members taken at a public meeting. The public and the Secretary are excluded from an Executive Session; however, the session must be recorded, with the Chair or Co-Chair taking possession of the recording. The only subject(s) that may be discussed in an Executive Session are those that are stated in the motion to go to Executive Session, and no matter shall be voted in Executive Session. The following matters may be discussed in an Executive Session: subjects that tend to prejudice the reputation and character of any person, including personnel matters, and matters which by law, or MOA Charter or ordinance, are required to be confidential.

E. Public Meetings: All meetings of the GBOS shall be open to the public except for

Executive Sessions.

F. Public Notice: The Secretary will post the agenda as outlined in Section I, G at specified locations for Regular Meetings seven (7) days in advance. Additional agenda items must be posted forty-eight (48) hours in advance to be considered for action at a meeting.

G. Open Meetings Act: The GBOS is subject to the Open Meetings Act: see Article Six of the Administrative Procedures Act; A.S. 44.62.310-312. GBOS will provide twenty-four (24) hours notice by posting as described for Special Meetings, for all events and gatherings where more than two (2) supervisors are reasonably expected to be in attendance.

H. Quorum: Three or more GBOS Members attending the meeting, either in person or remotely, shall constitute a quorum.

I. Agenda Items and Meeting Materials: There shall be a public comment period during every meeting to allow the public to address items not on the agenda. Individual public comment will be limited to three minutes maximum per person.

a. Meeting materials, as practicable, will be assembled and made available to the public at least twenty-four hours before a meeting.

b. Items of business other than standing items or reports shall be assigned to a Member. This Member will introduce the item and will work with any petitioner to ensure materials are prepared and available for the meeting. Items referred from a Committee or Subcommittee will be assigned to the Member with that responsibility, otherwise the Chair or Co-Chair(s) will assign the item to a Member.

J. Minutes: The minutes of meetings will be typed and posted within twenty-one (21) days of a meeting. The posted minutes shall state if they are draft or final version.

a. Minutes from Executive Session meetings will not be typed or posted.

b. Executive Session meetings will be recorded. The Chair or Co-Chair will take possession of the recording and will ensure that the recording is placed in a dated, sealed envelope with an "Executive Session" label on the outside of the envelope. The Chair or Co-Chair shall deliver the sealed recording to the Secretary for locked storage in the GBOS offices. The Secretary shall also maintain a written log of the existing Executive Session recordings. Only by Resolution of the majority of the Members can a sealed Executive Session recording be opened.

K. Physical and remote attendance:

a. Meetings may be held in person or virtually, or remotely. An in-person meeting is held

in a public setting with a physical location and may also provide for remote attendance. A virtual meeting is one held with no physical location and all persons participate by remote attendance.

- b. Attendance: Remote attendance by telephone, virtually or through any remote means. Physical attendance is defined as a member being physically present at the location where the meeting is noticed as being held in a public setting.
- c. Means of Remote Participation: Remote participation under this section shall include any means through which a member may participate remotely, to include being able to engage in discussion and being audible to all persons participating in the meeting. The member participating remotely must have the ability to obtain the meeting agenda and other pertinent documents to be discussed and/or acted upon.
- d. Public In-Person Participation: If one or more members participates in person in a public setting, then the public must also be granted reasonable in-person access to the meeting.
- e. In-Person Meeting: The chair or a majority of the members may schedule an in-person meeting.
- f. Public Notice: The public notice of the meeting must indicate whether the meeting is to be held in person or remotely. If held in person, the notice shall indicate if remote attendance is available. The public must have an opportunity to participate by similar or alternative means as the board.
- g. Emergency: When the assembly, mayor, governor or federal government has declared an emergency, all boards may provide for remote attendance by members and provide for remote access by the public to the extent reasonable under the circumstances of the emergency.

Article 4: OFFICERS.

- A. Co-Chair:** Two Co-Chairs shall be elected to a one (1) year term by the Members after municipal elections. At the wish of the GBOS, this office may be held by one (1) Chair who will perform the duties enumerated in this Article. The duties of the Chair or Co-Chair are:
 - 1. Preside over all GBOS meetings; and
 - 2. Call Special Meetings; and
 - 3.
 - 4. Give input and vote; and
 - 5. Solicit from Members agenda items and develop monthly agenda; and
 - 6. Appoint Acting Chair or Co-Chair in his/her absence or conflict of interest; and
 - 7. Be proactive in working with MOA agencies and other Members; and
 - 8. Execute all documents requiring GBOS signature.

Article 5: AREAS OF RESPONSIBILITY.

- A.** The GBOS' defined Areas of Responsibility are as follows:
- a. Roads Maintenance
 - b. Utilities
 - c. Land Use
 - d. Parks and Recreation (including trails)
 - e. Public Safety
 - f. Girdwood Housing and Economic Development
 - g. Fire Department
- B.** Selection of Areas of Responsibility will be determined by a vote at the same time as election of the Chair or Co-Chairs. In the case of a tie vote, the Supervisor with most seniority will be assigned the role. In the case where a position is not voluntarily filled, the Chair or Co-Chairs may appoint.
- C.** Members are expected to attend Committee & related ancillary meetings, respond to community requests and report into the record at the Regular Meetings on their area(s) of responsibility. The Supervisor overseeing the Fire Department, or their designee, is required to attend GFRI Board of Directors meetings.
- D.** Members are expected to advise on the MOA budgets related to their areas of responsibility. Members shall maintain reference information related to their areas of responsibility in an organized fashion and, where appropriate, shall pass this information on to their successor.

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- E.** No member shall run for office for more than 2 consecutive terms; members who are appointed to a seat part-way through a term shall not run for more than 2 more full terms.

Article 6: VOTING.

- A.** Conflict of Interest: A Member shall disclose any private interest that may create a conflict between the Member's personal or financial interests and the Member's duties in an official action of the Girdwood Board of Supervisors. Disclosure shall occur prior to comment, deliberation, or vote on the matter.

The Board shall determine whether the interest constitutes a substantial conflict that requires recusal. The Member making the disclosure shall not vote on that determination.

If the Board determines that the Member has a substantial conflict of interest, the Member shall not participate in deliberation or vote on that matter, except to answer questions from the Board regarding the disclosed interest.

Members may not abstain from voting unless a conflict of interest has been disclosed and the Board has determined that recusal is appropriate.

B. Reconsideration of Action: for reconsideration of any action taken by the GBOS, any Member on the prevailing side of a vote may move to reconsider within twenty four (24) hours of the original vote. Notice to reconsider must be filed with Secretary; a second from any non-recused member must be filed with the Secretary within twenty-four (24) hours. Motions to reconsider take precedence and must be the first order of business at the next meeting of the GBOS. The result of the Motion to Reconsider vote will take precedence over the original vote.

C. Motions. All motions must be stated in the positive.

D. Tie Votes: Upon a tied vote, the motion fails. A member may call for a revote.

E. Voting Conclusions: The community's stated objective is to provide unified statements and recommendations from the Girdwood community. (Conditional Use Permit has its own resolution process.) However, three possibilities exist regarding agreement between the Girdwood Board of Supervisors and the Land Use Committee:

a. Consensus:

The Girdwood Board of Supervisors votes in accordance with the Land Use Committee recommendations. In this case, all recommendations of the Girdwood Board of Supervisors shall include the official actions of the Land Use Committee without changes. The Girdwood Board of Supervisors may include additional supporting information and comments when sending forth the actions of both groups.

b. Not in agreement; no time restriction:

The Girdwood Board of Supervisors does not vote in accordance with the Land Use Committee recommendations and the requirement to report forth on the issue is not time restricted. In this case, the Girdwood Board of Supervisors will provide a explanation of the dissenting GBOS action to the Land Use Committee, and will provide any and all additional and/or new information pertinent to the issue being considered, and request that the Land Use Committee reconsider their action in view of the additional and/or new information. An issue can be sent back to the Land Use Committee one (1) time for reconsideration by the LUC, and the issue in question must appear on the following month's Land Use Committee agenda.

c. Not in agreement; time sensitive:

The Girdwood Board of Supervisors does not vote in accordance with the Land Use Committee recommendations and the requirement to report forth on the issue is time restricted. In this case, the Girdwood Board of Supervisors will provide a explanation of the dissenting GBOS action to the Land Use Committee, and in sending the recommendations forward, will include the official actions of the Land Use Committee without changes, along with the official actions of the Girdwood Board of Supervisors and any relevant comments.

The Girdwood Board of Supervisors may also request an extension for advisory comments to be made, in which case the issue of dissent may be referred back to the Land Use Committee as described in “b” above.

Article 7: PUBLIC HEARINGS.

- A.** The Chair or Co-Chair is responsible to open the Public Hearing on a specific agenda item and to assign a timekeeper. Usually the timekeeper will be the Secretary.
- B.** All persons offering comment must state their full name and address.
- C.** Public Comment is limited to three (3) minutes per individual on the first round of comments. After all who wish to speak have had an opportunity, members of the public may request an additional one (1) minute to comment.
- D.** A Petitioner is limited to ten (10) minutes. The Petitioner may reserve any portion of that time for rebuttal at the end of the Public Hearing.

- E.** Persons wishing to comment in excess of allotted time must make a request to the GBOS for approval.
- F.** The Chair or Co-Chair may close the Public Hearing after all who wish to speak have had an opportunity to do so. A majority vote of the GBOS may reopen the Public Hearing.

Article 8: PRESENTATIONS.

- A.** All those wishing to give a presentation at a GBOS meeting shall be directed by Members or the Secretary to make a timely request to the Chair or Co-Chair to be placed on the next available GBOS Agenda.

- B. All those making a presentation to the GBOS shall provide the following prior to the presentation:**
1. Name of the person giving the presentation, contact numbers and addresses; and
 2. Description of issue(s) to be covered in the presentation, including deadlines, if relevant;
 3. If requesting GBOS action, provide a sample resolution or letter; and
 4. Presenters will need to make their own prior arrangements for video and/or other displays.

C. Issues Needing A Vote – Issues needing a vote (action items) require a minimum of two presentations at two different meetings. At the first meeting the issue will be introduced as new business with as much information as possible and requested. This provides the community with enough time to digest the information and come to the next meeting with an informed opinion prepared for a vote. The second meeting presentation will provide all information necessary to visualize and comprehend the entire nature and scope of the project and any other special requirements. An exception may be an issue of extreme importance of a timely nature beyond the control of the principals and/or representatives, in which case only one meeting is necessary and the rules for second presentation apply. Petitioners requesting relief from the two meeting presentation requirement must be able to provide adequate answers to these questions in writing, prior to the meeting:

- What is the due date for this action?
- When did you become aware of the need for this action and the due date?
- Why do you need relief from the two meeting requirement for action on your item?

D. Conclusion of Business and Guidelines for Process – There are three conclusions that may be used for deciding the outcome of a petitioner’s presentation. Land Use, Trails, Cemetery, and Public Safety Advisory Committees can vote to recommend that the GBOS write a:

Letter of Objection: When the vote is not in favor

Letter of Non-Objection: When the vote is in favor, with no strong opinion or cause to write a:

Resolution of Support: Used when the issue is of great concern and importance to the community.

A specific request of either a Letter of Non-Objection (LONO) or Resolution of Support should be provided to the GBOS Secretary by the petitioner, along with draft language to be included in the document. The draft language will be updated to reflect the ideas and outcome of the committee discussions. If a Letter of Objection is to be written, the GBOS Secretary and members of the Land Use, Trails, Cemetery, or Public Safety Advisory Committees will draft the document

for GBOS consideration and approval.

Article 9: BUDGET PROCESS.

- A. The Mayor shall consult with the GBOS in preparing the annual budget for the service area, and the comments and suggestions of the GBOS concerning the budget shall be transmitted to the Assembly for its consideration (AMC 27.20.050).
- B. The GBOS shall review and approve the budget using the following procedures and schedule:
1. At the regularly scheduled GBOS meeting in the Third Quarter (no earlier than July 1) of each fiscal year, the GBOS will introduce the proposed Girdwood Service Area operating budget for the coming fiscal year, January 1 through December 31. The proposed budget is developed combining the respective budgets from Fire Department, Parks and Recreation, GHEC,, Public Safety and Road Maintenance divisions. The budget may also contain additional budget items suggested by the GBOS or the community.
 2. During a period of at least forty-six (46) days, beginning on the day of the budget introduction, at least two (2) Public Hearings on the proposed Service Area operating budget will be held. Public Hearing dates will be announced during the introductory budget meeting and will be posted as outlined in Section I, G under the same conditions as Special Meetings.
 3. After the last Public Hearing the GBOS will vote on and make advisory modifications, if necessary, to the proposed Girdwood Service Area Budget and transmit the budget document to the MOA Office of Management and Budget no later than the beginning of the last full week in the Third Quarter (end of September).
 4. The final Girdwood Service Area budget will be presented to the Service Area in the beginning of the Fourth Quarter () at which time a final Public Hearing will be held on the final budget document. After the final Public Hearing the GBOS will vote on and make advisory modifications, if necessary, to the final Service Area Budget and return the document to the MOA Office of Management and Budget who will transmit the final Service Area Budget to the Mayor for review and then to the Assembly for approval.

Article 11: CORRESPONDENCE FROM THE GBOS.

A.

- B.** The individual(s) drafting a letter should send the draft to the Secretary via e-mail. The Secretary may send the draft to the Members via e-mail to collect comments prior to finalization. The Members shall respond back to only the Secretary with any comments they have. The Secretary shall work with Members individually to ensure comments are incorporated correctly. A maximum of two Members may work together on drafting correspondence outside of a public meeting in order to comply with Alaska Open Meetings Act.
- C.** A deadline for comments and/or revisions should be noted in the e-mail message. If possible, at least a week should be allowed for comments. If no comments are received by a Member, it will be assumed that Member has no comment; individual Members will not be contacted or reminded to comment.
- D.** The Secretary shall redistribute the letter, if time permits, for a final review by all Members.
- E.** The topic of the letter must be discussed at two GBOS meetings (under New Business and Old Business) prior to the Members voting on it and the letter being signed. Any substantive changes to the letter must be discussed and finalized at a public meeting prior to voting and signing.

Article 13: AMENDMENTS TO THE GIRDWOOD BOARD OF SUPERVISORS RULES AND PROCEDURES.

- A.** The Rules of Procedure for the GBOS may be amended by a majority of the GBOS. Proposed amendments shall be communicated by the Secretary to each Member and posted as outlined in Section I, G not less than twenty-eight (28) days prior to a regular meeting. The Secretary shall document transmittal and public posting of the proposed amendments.

Article 14: Staff Roles and Responsibilities (add section here - Kyle/Margaret to draft language).

APPENDIX:

RECONSIDERATION

If a motion to reconsider is called during a meeting then we handle it the usual way. But unusually, a motion to reconsider can be moved up to 24 hours after the adjournment of the meeting. This option makes sense as more information may come to light the following day and sometimes we need some time to reflect on votes made in the pressure of a meeting.
How to handle a reconsideration motion moved *after* a meeting.

Any supervisor who voted on the prevailing side of an issue can move to reconsider. The motion must be seconded, but the second can be any other supervisor however they voted,

and including those not present at the meeting.

Since there is a 24 hour deadline, the mover may directly contact any or all other supervisors to

ask for a second - this is an administrative process so it falls outside the deliberative restrictions of the OMA.

Once a second has agreed, the mover should inform the chairs and staff by email or text (or any

other method with a timestamp) so we have a record that it was moved and seconded within 24

hours after adjournment of the meeting where the item was considered.

The mover and seconder may withdraw the motion to reconsider within that same 24-hour window.

Once the 24-hour deadline is passed, the motion can not be withdrawn until it is being considered

as an item of business in a meeting.

If the motion was proper, then a potential reconsideration of the matter will be added to the next

scheduled meeting under Unfinished Business. For time-critical matters, a special meeting may be called.

Once the motion to reconsider is accepted, further discussion of its substance would fall under the

OMA so must be limited to no more than 2 supervisors unless we are in an open meeting.

When the motion to reconsider comes to the board, the first vote is whether to uphold the original

vote (NO) or reconsider the matter (and possibly revote) (YES). If the motion passes, then the item

resumes as if it was just brought to the body (i.e. there is no motion on the table, amendments can be made, etc.)

ATTACHMENT 1

Girdwood Public Meetings Standards of Conduct

The Girdwood Board of Supervisors (GBOS) encourages good faith input from community members at all Board, Committee, and Subcommittee meetings and desires to provide an environment based on respect and civility. In order to do so, the GBOS has established the following Standards of Conduct based on the norms of acceptable and courteous business behavior.

These standards shall apply to Regular, Joint and Special meetings, and to Work Sessions of GBOS. They may be adopted by GBOS Committees and Subcommittees by a vote of that body.

1. Members of the public wishing to address the public body shall first secure the permission of the Chair.
2. When commenting, please be courteous, brief, constructive and nonrepetitive.
3. Members of the public shall direct comments to the Chair and/or board members. Members of the public shall not direct comments to other audience members.
4. Members of the public will refrain from disruptive actions such as hand clapping, stamping of feet, whistling, cheering, yelling or similar demonstrations, which could have an intimidating effect upon members of opposing viewpoints.
5. Persons addressing the public body shall also refrain from slurs against race, color, religion, ethnicity, national origin, gender identity, sexual or affectional orientation, marital status, familial status, age, disability, or status with regard to public assistance.
6. Profanity, slander, false statements, violence, or the threat of violence in any form shall not be tolerated.

Violations of these Standards shall be determined by the opinion of the Chair of the meeting or, absent such opinion, by the opinion of the majority of the Members of the body who are present.

- A. Any person violating these standards shall be called to order by the Chair. If such conduct continues, said person may, at the discretion of the Chair, lose the floor. Said person may be denied further audience for that meeting. The Members may overrule the Chair's decision by majority vote.
- B. If said person refuses to come to order and obey the directives of the Chair, they may be requested to leave the meeting on a majority vote of the Members.

ATTACHMENT 2

Conditional Use Process

The GBOS will consider only those requests for Conditional Use Applications that have been received thirty (30) days in advance of the next scheduled meeting.

Presentation Format:

Presenters will address the LUC and GBOS boards and public from the front of the room at each meeting. Presenters should expect between 10-30 people in attendance.

Electronic copies of materials to be presented are requested to be provided to staff 1 week prior to the meetings at: gbos@muni.org.

Maps and drawings should be printed in a large enough format to be easily viewed by the entire room or provided in electronic format to be displayed on screen.

Handout materials should be copied and provided at the back of the room for public (approximately 20 copies) and for the LUC Officers (3), GBOS members (5), and staff (2).

Presentations should be clear and concise, not lasting longer than 15 minutes. After presentation, the board members will ask questions and will invite the public to ask questions and speak about the project.

Initial Presentation:

Initial presentation is to be scheduled by the petitioner at the LUC and GBOS Regular monthly meetings.

LUC meetings are held the 2nd Monday of every month.

GBOS meetings are held the 3rd Monday of every month.

It is necessary for the petitioner to begin at the LUC, with the GBOS meeting the following week.

How to schedule initial presentation:

Petitioner must schedule the initial presentation at least one week in advance of the LUC Regular Monthly meeting. Exceptions to be approved by the Land Use Committee Chair. Requests are to be made by email: gbos@muni.org or by calling 343-8373. Name of the project, location, and name of the individual(s) who will present are needed. The item will appear on the agenda as New Business at each of these meetings, unless special meetings need to be called due to time sensitivity.

What to bring to the initial LUC and GBOS presentations:

- Preliminary Site Plan
- Floor Plan
- Elevations all around
- Zoning status of that site and lands abutting the site
- Statement of projected positive impacts
- Statement of possible negative impacts
- Road development plans
- Statement of any expected requests for variances from zoning regulations

Second Presentation:

The Second Presentation will be scheduled once the petitioner's Planning and Zoning (P&Z) Department packet is received by Girdwood Municipal Staff. Presentation must occur prior to the petitioner's P&Z hearing.

How to schedule second presentation:

When petitioner's P&Z packet is received by Girdwood Municipal Staff, the petitioner will be notified and the 2nd presentation will be scheduled at the next LUC and GBOS meetings, unless special meetings need to be called due to time sensitivity. The item will appear on the agenda as Old Business at each of these meetings.

What to bring to the Second LUC and GBOS Presentations:

- 35%-65% design plan with drawings, engineering, grading and drainage, watershed report, parking
- Updated versions of all items from the initial presentation
- Specific request for and draft language of Letter of Non-Objection or Resolution of Support

With this information, the public will be able to consider and comment on the project in time for the P&Z hearing.

At the LUC meeting, the petitioner will present their project and make known their request for a LUC recommendation that GBOS to write a Letter of Non-Objection (LONO) or Resolution of Support to P&Z.

The LUC and public will ask questions of the petitioner. LUC will take note of the public's comments regarding the project and will call for a vote of the public in attendance at this meeting regarding the LONO or Resolution of Support. This information and vote tally will be forwarded on to the GBOS.

At the GBOS meeting the following week, the petitioner will present their project, addressing the comments heard at the LUC meeting, and will make a formal request for a LONO or Resolution of Support to be written to P&Z. GBOS and public in attendance will ask questions of the petitioner. After hearing the presentation and public comment, and considering the input provided from LUC, the GBOS will vote on the request for a LONO or Resolution of Support.

Conflict Resolution of Conditional Use Permit Items - In the event that the votes in LUC and GBOS are not in agreement, LUC and GBOS will schedule a separate public meeting with the petitioner to discuss the project. Whether the LUC and GBOS come to agreement or not, the positions of both LUC and GBOS will be forwarded to MOA Community Planning Department within three (3) working days. A copy of the correspondence forwarding the GBOS/LUC votes shall be given to all GBOS/LUC board members for review and comment before being sent to the MOA.

Note: Any changes to the Timeline and Number of Presentations for Conditional Use Permit Presentations in the LUC Operating Principles must be coordinated with the same document in the GBOS Rules and Procedures, and vice-versa.

DRAFT