

**NORTHWEST ARCTIC BOROUGH ASSEMBLY
ORDINANCE 20-10**

**AN ORDINANCE OF THE NORTHWEST
ARCTIC BOROUGH ASSEMBLY AMENDING
SECTION 2.04 OF THE BOROUGH CODE.**

WHEREAS: Chapter 2.04 of the Borough Code outlines the duties of and procedures followed by the Borough Assembly; and

WHEREAS: the Borough wishes to update the Code to clarify the rules governing public comment during Borough Assembly meetings in order to adhere to best practices and ensure orderly and efficient meetings; and

WHEREAS: the Borough also wishes to update the Code to clarify the roles and responsibilities of the Presiding Officer of the Borough Assembly to conform to current practice and ensure efficient and effective Assembly governance.

NOW THEREFORE BE IT ENACTED: by the Northwest Arctic Borough Assembly as follows:

Section 1: Chapter 2.04 of the Borough Code is amended as follows with additions indicated by underlining in bold and deletions by ~~strikethrough~~ in bold:

2.04.090, Regular assembly meetings.

A. Unless otherwise determined by the assembly at a meeting, all regular meetings of the assembly shall be held on the fourth Tuesday of each month and at such time as determined by the assembly at the previous meeting; however, the assembly is not required to hold a regular meeting each month.

B. The assembly shall determine the location for each meeting. In order to give the public a greater opportunity to attend and participate in the meetings of the borough assembly, the assembly may hold regular meetings in public locations throughout the borough. The location notice shall set forth with particularity the location of the meeting. The notice shall be published at least seven days prior to the scheduled meeting.

C. All regular meetings of the assembly shall be public meetings and the public shall have a reasonable opportunity to be heard. Public comment shall be limited to three minutes per person. (Ord. 96-11 § 2, 1997; Ord. 87-11, 1987; Code 1986 § 2.08.010)



2.04.160, Presiding Officer

A. The presiding officer shall preside at all meetings of the assembly. He shall preserve order and decorum among the assembly members, and is responsible for conduct of all meetings in compliance with the rules of the assembly. He may at any time make such rules as he deems proper to preserve order among the spectators in the borough assembly chamber during sessions of the assembly. The presiding officer is elected by the assembly following the certification of each annual regular election at the assembly's first regular meeting.

B. The duties and responsibilities of the presiding officer include, but are not limited, to the following:

1. Preside at all meetings of the assembly;
2. Preserve order and decorum among assembly members;
3. Ensure that meeting conduct complies with the rules of the assembly;
4. Enforce public comment time limits during sessions of the assembly;
5. Make and enforce other rules deemed necessary and proper to preserve order among members of the public in the borough assembly chamber during sessions of the assembly;
6. ~~The presiding officer may~~ Speak to and decide all points of order in preference to other members, ~~and shall decide all points of order,~~ subject to appeal to the assembly by motion duly seconded as herein provided; ~~He may at any time~~
7. Call any member to the chair during any meeting, such substitution to discontinue when he elects to resume the chair, and in no event beyond adjournment of the meeting at which such substitution is made.; and
8. Coordinate communications between members of the assembly and the Mayor.

C. In the temporary absence or disability of the presiding officer, any member of the borough assembly may call the assembly to order at any duly called meeting to elect a president pro tempore from among its number and the president pro tempore shall exercise all the powers of chairman during such temporary absence or disability of the presiding officer and may also vote. (Code 1986 § 2.12.010)



2.04.170 Meetings – Order of business.

At every regular meeting of the borough assembly the order of business shall be as follows:

A. Call to order;

B. Invocation;

C. Safety Moment

D-C. Roll call;

E-D. Assembly and elected official vacancies, oaths of office, and election of officers;

F-E. Agenda approval;

G-F. Minutes of previous meetings;

H-G. Communications and appearances;

I-H. Boards, commissions and committees;

J-I. Public hearings, enactment of ordinances and emergency ordinances;

K-J. Mayor's report;

L-K. Time and place of next meetings;

M-L. Introduction of ordinances;

N-M. Resolutions;

O-N. Other business;

P-O. Audience comments;

Q-P. Assembly comments;

R-Q. Mayor's comments;

S-R. Adjournment.

Section 2: This Code Ordinance shall be effective upon adoption.

PASSED AND ADOPTED THIS 24th DAY OF November, 2020.




Nathan Hadley Jr., Assembly President

PASSED AND APPROVED THIS 24th DAY OF November,
2020.



Lucy S. Nelson, Mayor

SIGNED AND ATTESTED TO THIS 24th DAY OF November
2020.



Helena Hildreth, Borough Clerk

ATTEST:



First Reading October 28, 2020
Second Reading: November 24, 2020