

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY25-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE
FOR CITY COMMITTEES AND REPEALING RESOLUTION CY19-20 CITY ADVISORY
COMMITTEES**

WHEREAS, The City of Gustavus has the need to develop a new policy and procedure for city committees to provide continuity and compliance with the City of Gustavus Code of Ordinances; and,

WHEREAS, The City Council adopted a new Title 2, Section 2.40.150—Committees on May 12, 2025, which is a flexible tool providing the mayor and council with a variety of options to form committees suitable for executing diverse tasks; and,

WHEREAS, clear policies and procedures are needed to guide the establishment and operation of such committees, in accordance with city code and state statutes,

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska repeals and replaces Resolution CY19-20 and Exhibit A “City of Gustavus Policy and Procedure for City Advisory Committees”.

NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of Gustavus, Alaska adopts Resolution CY25-12, which includes Attachment A, “City of Gustavus Policy and Procedure for City Committees” and Attachment B, “Application for Appointment to City Committees”.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS POLICIES AND PROCEDURES

CITY OF GUSTAVUS POLICY AND PROCEDURE FOR CITY COMMITTEES

BACKGROUND:

The City of Gustavus, which conducts authorized functions with a minimal staff, benefits from the expertise, experience, interests and concerns of volunteers on city committees to provide information and advice helpful to the work of the city. Title 2, Section 2.40.150—Committees, Gustavus Code of Ordinances, is a flexible tool providing the mayor and council with a variety of options to form committees suitable for executing diverse tasks.

POLICY:

It is the policy of the City of Gustavus as follows:

- a. The formation and conduct of business of city committees shall comply with Title 2, Section 2.40.150, other city ordinances, state statutes, and federal laws and regulations.
- b. Committees shall operate in compliance with the Alaska Open Meetings Act (AS 44.62. 310-. 312). (1) The committee chair, with assistance of the city clerk, shall post meetings at least five days in advance in at least three public places. (2) Exceptions shall be made for operational committees serving a departmental role in conducting a city function where the function is unstaffed.
- c. The scope of this policy and procedure is limited to committees established by the council. The mayor may assemble informal groups, outside of the prescriptions of this policy and procedure, to assist with administrative matters. The public is free to form citizen committees not subject to city ordinance or policy.

PROCEDURE:

- a. When the mayor or council sees the need for a committee, the committee shall be established by resolution, in accordance with City of Gustavus 2.40.150-Committees.
- b. The resolution shall indicate (1) the type of committee—advisory or operational, and standing or special; (2) maximum membership composition; (3) the purpose or mission of the committee and key issues to be addressed; (4) desired membership qualifications reflecting the committee purpose or mission; (5) a sunset date, if applicable; (6) the appointment of a staff liaison, where needed; and (7) any additional direction.
- c. Members of the council or the public interested in serving on a committee shall fill out the application provided by the clerk.
- d. Nominations for committee appointments shall be made by the mayor, subject to ratification or amendment by motion of the city council. All applications shall be submitted to the council in advance of the meeting.
- e. The committee chair may be appointed by the mayor or by the committee itself, according to the terms of the establishing resolution.
- f. At its first meeting, a committee shall (1) select a chair, if not already appointed; (2) appoint a secretary to take minutes; and (3) determine prioritized goals and key tasks to accomplish the goals during the tenure of the committee.
- g. Primary issues specified in the founding resolution, or the goals and tasks of a committee, may be revised. Suggestions for revision of the mission may be made by either the council or the committee.
- h. Vacancies up to the maximum committee size may be filled by mayoral appointment and council ratification.
- i. The committee shall provide progress updates to the city council at least quarterly, or as scheduled by the mayor.

- j. Committee advice may be submitted as a range of options or alternatives.

Signed

Mayor of the City of Gustavus

Date

APPLICATION FOR APPOINTMENT TO CITY COMMITTEES

Committee Name: _____

Your First Name: _____

Your Last Name: _____

Physical Residence Address: _____

Mailing Address: _____

Email Address: _____

Best Contact Number: _____

Are you a qualified Alaska voter domiciled in Gustavus? _____

Do you anticipate being physically present in Gustavus regularly enough to attend most meetings in person for the term of this committee?

Are you currently an employee or council member of the City of Gustavus? _____

If yes, please indicate how you are affiliated with the City.

Why are you interested in this committee?

What type of expertise or experience can you contribute to this committee?

Signature: _____

Date: _____

Note: Resumes are not required but are welcomed.