

CITY OF GUSTAVUS, ALASKA

RESOLUTION CY25-XX.

A RESOLUTION OF 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 policy and procedure for city committees to provide continuity and compliance with the City of Gustavus Code of Ordinances; and,

WHEREAS, The city council has adopted a new Title 2, Section 2.40.150—Committees, 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, established 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-XX, which includes Exhibit A, “City of Gustavus Policy and Procedure for City Committees.”

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

Sally McLaughlin, Mayor

Attest: Liesl Barker, City Clerk

POLICY AND PROCEDURE
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 inform 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

- a. Committee members shall be appointed and conduct their business in accordance with city code and state statute.
- 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 an application provided by the clerk. An application template is provided below.
- d. Nominations for committee appointment shall be made by the mayor, subject to ratification or amendment by motion of the city council.
- 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 to be approved at the next meeting; and (3) determine prioritized goals and key tasks to be accomplished during the tenure of the committee. Key tasks shall be steps toward accomplishing committee goals.

- g. Primary issues designated in the founding resolution, or the goals and tasks of a committee, may be revised by amending the primary resolution. Suggestions for revision of the remit 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 as needed.
- i. The committee shall provide progress updates to the city council at least quarterly, or as scheduled by the mayor.
- j. Where consensus is not reached, committee advice shall be submitted as a range of options or alternatives.

Sample Application Form

Application for Appointment to a City Committee

Committee Name

Your Last Name

Your First 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.

Please answer each of the following:

Why are you interested in this committee?

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

Submitted by (your signature):

Note: Resumes are not required but welcomed.