



MEMORANDUM

DATE: March 6, 2024
TO: Deputy Mayor Hale, Assembly Committee of the Whole
FROM: Robert Palmer, Law Department; Katie Koester, City Manager
SUBJECT: Res. 2986: Assembly Rules of Procedure

The Assembly Rules of Procedure (“Rules”) govern how most CBJ public meetings occur. The Assembly last updated the Rules in early 2022 (Res 2976) primarily to address meeting interruptions. The Rules are periodically amended. As the body proceeds with regular business, Assemblymembers have requested changes and staff notes items in your Rules that could use clarification or updating.

This resolution was reviewed by the Assembly Human Resources Committee on March 4 and referred to the COW without any amendments. Staff requests the COW recommend the Assembly adopt this resolution on the consent agenda on April 1, 2024.

Recommendation: Move Resolution 2986 to the next regular Assembly meeting with a recommendation for adoption.

The attached draft resolution would amend the Rules in a few areas:

1. **Housekeeping.** A number of changes are housekeeping in nature to bring the Rules in accord with current Assembly practice. For example, changing emails to “@juneau.gov”, changing the address to 155 Heritage Way, limiting public participation to three minutes instead of five minutes for nonagenda items (lines 63, 405-406), clarifying the Assembly has the flexibility to transition to a fully remote meeting in emergency circumstances (lines 125-132), when committee positions are determined (line 212), scope of the Human Resources Committee (lines 238-245), clerks act as parliamentarian in the absence of a municipal attorney (lines 452-453), and clarifying public participation regarding appeals (459-489).
2. **Power of Committees and Robert’s Rule 52** (lines 301-306). The proposed changes would clarify that votes made in committees, especially the COW and AFC, are not binding on the Assembly.
3. **Small Committee Quorum** (lines 310-312). The proposed changes would clarify the quorum for a four-person committee is three members.
4. **Remote Participation by Assemblymembers** (lines 523-524). The proposed changes would remove the three-member limitation. While this rule was intended to encourage members to attend meetings in-person because the Assembly is usually most effective when all members are in one room, the rule has created First Amendment concerns when a fourth member—who is out of town or sick—cannot participate because of the rule and because the demographics of the Assembly have shifted to more members traveling and working. The HRC considered adding conditions like those found on lines 130-131, and also considered the fact that you are separately elected.

