

**PETERSBURG BOROUGH
ORDINANCE NO. 2026-X**

**AN ORDINANCE AMENDING TITLE 3 ADMINISTRATION AND PERSONNEL,
CHAPTER 3.64 PLANNING COMMISSION, TO UPDATE THE COMMISSION'S
RULES OF PROCEEDINGS AS SUGGESTED BY THE "SAMPLE BYLAWS" IN THE
ALASKA PLANNING COMMISSION HANDBOOK (2021)**

WHEREAS, per PMC 3.64.050(C), "Robert's Rules of Order", current edition, shall govern the parliamentary proceedings of the commission to the extent not in conflict with City Charter and Code provisions..."; and

WHEREAS, per Robert's Rules of Order 4.12, "The requirement of a second is for the chair's guidance whether to state the question on the motion, thus placing it before the assembly. Its purpose is to prevent time from being consumed by the assembly's having to dispose of a motion that only one person wants to see introduced."; and

WHEREAS, per PMC 18.12.010, "The planning commission shall be the platting board of the city."; and

WHEREAS, per PMC 18.12.050, "The platting board shall take formal action by voting on a motion to approve or deny an application..."; and

WHEREAS, on July 14th, 2026, a motion before the planning commission, serving as the platting board, to hold a hearing required by PMC 18.12.050, failed for lack of a second, and therefore the planning commission did not take formal action by voting on the motion to approve or deny the application; and

WHEREAS, in 2021 the State of Alaska created an Alaska Planning Commission Handbook, with the purpose of "provid[ing] residents of Alaskan communities with the tools to make sound planning decisions," which is presently in use by the Petersburg Borough Planning Commission; and

WHEREAS, the Alaska Planning Commission Handbook (2021) includes Sample Planning Commission Bylaws on pages 95-97; and

WHEREAS, these Sample Bylaws include the following suggested Rules of Proceedings (page 97): "Meetings shall be conducted under Robert's Rules of Order and such modified or amended rules as may be adopted by the Planning Commission. The Commission has amended those rules as follows: 1. A motion does not require a second. 2. Any member may move for reconsideration."; and

WHEREAS, these suggested Rules of Proceedings, if in place on July 14th, 2026, would have prevented the Planning Commission's error in failing to take formal action on that date as required by Borough Code.

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE PETERSBURG BOROUGH, ALASKA, AS FOLLOWS:

Section 1. Classification: This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

Section 2. Purpose: The purpose of this Ordinance is to amend the parliamentary procedure utilized by the planning commission in the manner recommended by the suggested Rules of Proceedings in the Sample Bylaws published in the 2021 Alaska Planning Commission Handbook.

Section 3. Substantive Provisions: Title 3, *Administration and Personnel*, Chapter 3.64, *Planning Commission*, is hereby amended as follows. The language proposed for addition is **underlined and bold**, and the language proposed for deletion is in [brackets] and struck through.

A. Chapter 3.64, Planning Commission, is amended to add the following:

3.64.050 Meetings.

C. "Robert's Rules of Order", current edition, shall govern the parliamentary proceedings of the commission to the extent not in conflict with City Charter and Code provisions. The commission may adopt written procedural rules it finds necessary and appropriate to conduct business. The rules shall be reviewed and revised as necessary. **The commission, in following the recommendations of the suggested Rules of Proceedings in the Sample Bylaws in the Alaska Planning Commission Handbook (2021), has amended its use of Robert's Rules of Order in the following respects:**

1. **A motion does not require a second.**
2. **Any member may move for reconsideration.**

Section 4. Severability: If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

Section 5. Effective Date: This ordinance will take effect immediately upon adoption.

PASSED and APPROVED by the Assembly of the Petersburg Borough, Alaska this ____ day of _____, 202__.

Robert Lynn, Mayor

ATTEST:

Rebecca Regula, Borough Clerk