

**CITY OF WHITTIER, ALASKA
RESOLUTION 2026-042**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ADOPTING THE WHITTIER CITY COUNCIL OPERATIONS MANUAL**

WHEREAS, pursuant to Whittier Municipal Code 2.08.070, the City Council is authorized to adopt rules of procedure governing the conduct of Council meetings and operations; and

WHEREAS, on May 9, 2023, the City Council adopted Resolution 2023-016, establishing a Council Policy and Procedure Manual Ad Hoc Committee to review, update, and develop a comprehensive Council policies and procedures manual; and

WHEREAS, the Ad Hoc Committee, with support from City Administration and legal counsel, prepared a draft Whittier City Council Operations Manual, incorporating applicable provisions of the Whittier Municipal Code, Robert's Rules of Order, Newly Revised (12th Edition), and current best practices for transparent and effective governance; and

WHEREAS, the draft Whittier City Council Operations Manual has been reviewed by the City Council and is intended to serve as a consolidated reference for Council rules of procedure, standing rules, and standards of conduct; and

WHEREAS, adoption of the Manual will promote consistency, clarity, transparency, and continuity in Council operations while preserving the Council's authority to amend its procedures as needed;

NOW, THEREFORE, THE WHITTIER CITY COUNCIL HEREBY RESOLVES:

Section 1. Adoption of Manual. The City Council hereby adopts the Whittier City Council Operations Manual as the official rules of procedure and standing policies governing the operations of the Whittier City Council.

Section 2. Relationship to Law. The Manual is intended to supplement, and not supersede, the Alaska Statutes, the Whittier Municipal Code, or other applicable law. In the event of a conflict, controlling law shall prevail.

Section 3. Amendments. The City Clerk is authorized to make non-substantive updates to the Manual to reflect amendments to the Whittier Municipal Code adopted by ordinance. All other amendments to the Manual shall be made by resolution of the City Council, consistent with the procedures set forth in the Manual.

Section 4. Distribution and Availability. The City Clerk shall maintain the adopted Manual and ensure it is made available to Council members, City staff, and the public.

Section 5. Effective Date. This resolution shall be effective immediately upon adoption.

CITY OF WHITTIER, ALASKA

RESOLUTION 2026-042

Page 2 of 2

49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council
on this _____ day of _____, 2026.

Victor Shen
Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Shelby Carlson
Acting City Clerk

(City Seal)