

APPROVED



BOARD AND COMMISSION POLICY

I. GENERAL

It is the policy of the Fairbanks North Star Borough to ensure timely, accurate notice of public meetings in order to comply with state law and borough code; to provide information to board and commission members in a prompt and thorough manner; and to ensure transparency for the public.

II. PURPOSE

The purpose of this policy is to establish protocols for board and commission meetings throughout the organization in order to ensure fully informed decision-making and transparency in borough government.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. The Clerk's office will support the various departments as set forth in this policy.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. This policy applies to all boards and commissions except the board of adjustment and board of equalization.
- B. The Borough is committed to providing public notice of board and commission meetings in a consistent, reliable manner to ensure the community and all participants are advised of the date, time, place, and meeting agenda items, and any action(s) taken.
- C. Agendas should be published in the newspaper and on the borough website whenever possible.
 - 1. Newspaper Advertisement is available on the Borough News Page in the Fairbanks Daily News Miner. The Borough News Page is published each Tuesday and Friday. Ad requests must be provided to the Clerk's office by 10am Tuesday to be published on Friday of the same week, and by 10am Thursday to be published on Tuesday of the following week. Special ads can be coordinated through the Clerk's office as needed. The following information is required: date, time, and location of meeting (an address); agenda items; and a contact name and phone number. Any item the board or commission would like to discuss at its meeting must be specifically mentioned in the advertisement.

2. A calendar event should be submitted for publishing on the Borough website when public notice is scheduled to run on the Borough News Page in the Fairbanks Daily News Miner. Notices appear on the FNSB website under Calendar.
 3. Additional meeting notice may be required, such as posting signs or mailing notification to property owners. Department staff is charged with knowing and complying with specific code requirements that are applicable to the boards and commissions that they work with.
- D. Agenda packets, including all relevant documents that must be reviewed and acted upon by the board or commission, should be available ten calendar days prior to the meeting date whenever practicable but shall be available a minimum of five calendar days prior to the meeting date. Relevant documents may include a draft ordinance; map(s); staff report; application; meeting minutes; public comments received; and any additional back-up information relied upon by staff in making a recommendation or as required by code. Agenda packets will be supplemented with any additional information as soon as practicable after it is received by staff.
- E. Quasi-judicial proceedings must be recorded, utilizing best quality audio recordings possible. Recordings should be broken into tracks of one hour or less. Audio recordings shall be maintained in accordance with the Records Retention Schedule.
- F. After each meeting, a report shall be made to the Mayor's office to include a summary of action items; recommendations from the board or commission; attendance of members; and upcoming agenda items. For road, lighting, and sewer service area commissions, the report should be made to the Rural Services Manager.
- G. Agenda packets, action memos, minutes, any addendums, and audio recordings if available, should be published on the borough website and placed in the electronic records management system as soon as finalized.

V. PROCEDURE

- A. Department staff submits advertising requests for the boards and commissions that they work with to the Clerk's Office and through the borough website to create a calendar event. The submitter is responsible for ensuring that all relevant information is included; for proofreading the ad; and for submitting it in a timely manner.
- B. The Clerk's office is responsible for ensuring newspaper publication upon timely receipt of an ad. Department staff is responsible for ensuring the calendar event is published to the website.

- C. Department staff or designated Service Area Commission Chairs are responsible for agenda preparation and dissemination of relevant documents in a timely manner as set forth herein; for notifying board and commission members of meeting dates and times, location, and for determining the availability of a quorum. Department Staff shall be responsible for postings on the website and post-meeting reports to the mayor's office, due no later than 10 working days after the meeting.
- D. Clerking of Board and Commission meetings shall be assigned to regular administrative staff or road, lighting, and sewer Service Area Commission Chairs, who are responsible for keeping track of motions, amendments, findings of fact and other required procedural activities.

VI. SUPPLEMENTAL INFORMATION

A. References –

- 1. Open Meetings Act, AS 44.62 Et seq.
- 2. Borough Code, Chapter 4.04, Boards and Commissions, General Provisions

B. Definitions – None

C. Attachments –

- 1. Agenda Template
- 2. Minutes Template

D. Revision History

| Supersedes Policy No. | Effective Dates |
|-----------------------|-----------------|
| 01.05 | 9/13/17 |