

Service Area Meetings & Meeting Minutes

Presented by: Division of Rural Services



Meeting Overview



- **FNSB BOARD AND COMMISSIONS POLICY**
- **MEETING REQUIREMENTS**
- **WHAT CONSTITUTES A MEETING?**
- **PUBLIC NOTICE OF MEETINGS**
- **MEETING REQUEST FORM**
- **MEETING AGENDA FORM**
- **MEETING MINUTES TEMPLATE**

FNSB Board and Commission Policy/Open Meetings Act



FNSB NO. 01.05

- It is the policy of the FNSB 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
- 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.

FNSB Board and Commission Policy/Open Meetings Act cont.

- Responsibilities:

- Service Area Chairs are responsible for providing a meeting request and a meeting agenda within timeframe guidelines
- Service Area Chairs are responsible for notifying other commission members as to meeting dates, times and agenda items
- Agendas will be published in the newspaper and on the borough website by Rural Services and Clerk's office staff
- Service area commission is responsible for submitting minutes to the Rural Services office no later than 10 days after the meeting has taken place.
- Rural Services Staff will provide a summary of meeting to the Rural Service Manager once minutes have been received.

Meeting Requirements



- Commissions are required to hold 2 public meetings, the 1st and 3rd quarter of the year, to discuss service area business and finances (FNSB 14.01.141)
- Meetings **MUST** be published/advertised to be considered legal

Meeting Requirements cont.



- Quorum must be present in order for meeting to be considered legal
- Voting is done by present commissioners
- If a regular commissioner is absent, the Alternate commissioner may vote in their stead

What Constitutes a Meeting?



- Any gathering in which a majority of a body is present and where members consider any matter in which they are empowered to act
- A meeting can be formal or informal; regular or special; or a work session
- Does NOT have to be prearrange to qualify
- Any social gathering where business is conducted or members collectively consider a matter over which they have authority

Public Notice of Meetings



- **Must give date, time, and place of meeting**
- **Must give public reasonable opportunity to attend**
- **Must be public, timely, and reasonably informative**

Public Notice of Meetings cont.



- A consistent method of notice must be made for all meetings
- Newspaper, radio, and posting are authorized

Meeting Records



- Permanent records or minutes shall be kept to record commissioner's votes
- These minutes must be submitted to Rural Services
- The Clerks office is the official record keepers for minutes

Meeting Request Form



DIVISION OF RURAL SERVICES SERVICE AREA PUBLIC MEETING REQUEST FORM

Service Area: _____

Contact Name: _____

Contact Phone: _____

Meeting Location: _____

Location Address: _____

Meeting Date: _____

Meeting Time: _____

Complete the Following if an Agenda is not Attached

Regular Agenda Items: Approval of Agenda Financial Update Transfer Funds
(Check for every meeting) Approval of Previous Minutes Road Maintenance

Specialty Items: 1st Quarter (January-March) Budget Planning Maintenance Contract Renewal
(Depending on quarter)

3rd Quarter (July-September) Tax Cap Election Request
 Election of Officers
 Project Request Submittal



Meeting Request Form cont.

Other:

(Accepting 90/10 grant Project, Emergency Access Maintenance, SA Boundary Review, etc.)

-DEADLINES AND PROCESS-

Per AS 29.25.020(b)(3) notice to public must be published five days before the meeting. Not including the day of the meeting.

Step	Process	Deadline No. 1	Deadline No. 2
1	Chairman Submits Request to Rural Services by:	Tuesday at 9am	Thursday at 9am
2	Borough Publishes in Newspaper on:	Friday of the same week	Tuesday of the following week
3	Earliest Service Area Meeting Date is:	Wednesday of the following week	Sunday of the following week

Return to Rural Services, or fax to 459-1499, or email to ruralservices@fnsb.us

Agenda

FAIRBANKS NORTH STAR BOROUGH [SERVICE AREA NAME] COMMISSION
MEETING
[MEETING LOCATION
LOCATION ADDRESS]

AGENDA

[TIME]
[DATE]

A. ROLL CALL

B. MESSAGES

1. Citizen's Comments – limited to three (3) minutes
 - a. Agenda items
 - b. Items other than those appearing on the agenda
2. Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Minutes from [DATE OF MEETING].

E. UNFINISHED BUSINESS

- 1.

F. NEW BUSINESS

- 1.

G. EXCUSE FUTURE ABSENCES

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS

- 1.

I. ADJOURNMENT

FAIRBANKS NORTH STAR BOROUGH REED ACRES ROAD
COMMISSION
CHRIST LUTHERAN CHURCH SOCIAL HALL
1798 Iniakuk Avenue, Fairbanks, AK

AGENDA

6:30pm

September 27, 2018

A. ROLL CALL

B. MESSAGES

1. Citizen's Comments – limited to three (3) minutes
 - a. Agenda items
 - b. Items other than those appearing on the agenda
2. Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Meeting Minutes January 27, 2018

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. Financial update
2. Road Maintenance
3. Transfer Funds
4. Election of Officers
5. Project Request Submittal

G. EXCUSE FUTURE ABSENCES

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS

I. ADJOURNMENT

Meeting Minutes Form



FAIRBANKS NORTH STAR BOROUGH [SERVICE AREA COMMISSION NAME]

MINUTES
[DATE OF MEETING]

A regular meeting of the Fairbanks North Star Borough [SERVICE AREA COMMISSION NAME] was held [LOCATION NAME AND ADDRESS]. The meeting was called to order at ___ p.m. by [CHAIR NAME], Chair.

A. ROLL CALL

MEMBERS PRESENT:

MEMBERS ABSENT (note if excused):

OTHERS PRESENT:

B. MESSAGES [summarize as appropriate]

Citizen's Comments – limited to three (3) minutes

Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA

Motion to approve the agenda made by _____ and seconded by _____.
Carried without objection or roll call vote.

D. MINUTES

Minutes from [DATE OF MEETING]. [Note any corrections to the minutes, and action on approval (e.g. carried without objection).]

E. UNFINISHED BUSINESS [summarize as appropriate]

F. NEW BUSINESS [summarize as appropriate]

G. EXCUSE FUTURE ABSENCES

The absences of _____, _____, and _____ are excused. [note dates]

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS [summarize as appropriate]

Chairperson's Comments

Commissioner's Comments

Communications to the [SERVICE AREA COMMISSION NAME]

I. ADJOURNMENT

There being no further business, the meeting was adjourned at _____ p.m.

Questions



THANK YOU!!

for being here, and for your
dedication to the Service Area

