

## KENAI PENINSULA BOROUGH CLERK'S OFFICE

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# MEMORANDUM

TO: Assembly President Sprague  
Members of the Assembly

FROM: Linda Murphy, Borough Clerk 

DATE: July 19, 2004

SUBJECT: Proposed Amendments to Assembly Manual

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For the past several months, the Policy and Procedures Committee has been reviewing the Assembly Manual for consistency with state and local law and current practices. In addition, other policy changes and clarifications have been suggested by members of the committee. At the request of the Committee, a resolution adopting all of these proposed changes has been prepared for the Assembly's consideration. Following is a summary of the proposed changes:

- Section IV (A) - Add "the public" to the list of those to whom communications representing an action or position of the assembly are to be transmitted solely by, or at the direction of, the president of the assembly.
- Section IV - Add a new Subsection E to provide that the Borough's web address may be added to Assembly business cards. In addition, this new section would permit the Borough to include a link to an Assembly Member's personal web site provided that the site also contain a disclaimer written by the borough attorney indicating that the information at the personal site did not reflect the views or opinions of the Borough.
- Section VI(A) - Amended for clarity only.
- Section VI(D)(1) - Specifies that the Legislative Committee of the Assembly will meet on the day of the last assembly meeting in October each year to review the proposed AML Policy Statement and Resolutions and to draft any resolutions the Assembly wishes to present to the AML membership at the annual conference.
- Section VI(D)(3) - Mandates that any decisions made at the conference with respect to the borough's position on issues or candidates must receive the affirmative vote of at least 2/3 of the Assembly Members attending the conference.

- Section IX(B) - Amended to reflect the meeting notice requirements found in the Open Meetings Act.
- Section IX(C)(2) - Adds a new subsection to reflect the addition of a new agenda item for public comment on agenda items not appearing on the agenda.