

KENAI PENINSULA BOROUGH

ORDINANCE NO. 57

AN ORDINANCE ENTITLED: AN ORDINANCE RELATING TO MEETINGS
OF THE BOROUGH ASSEMBLY AND ASSEMBLY
MEETING PROCEDURES.

BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA
BOROUGH:

Section 1. Section 05.15.010 of the Code of Ordinances
of the Kenai Peninsula Borough is hereby amended to read as
follows:

"Section 05.15.010. Regular meetings of the assembly
shall be held on the first and third Tuesdays of each
month at 7:30 p.m. at the borough headquarters. The
hour and place of the meeting may be changed for any
one meeting by simple vote of the assembly, provided
such action is taken in time to permit giving notice
of the meeting in atleast one (1) paper of general
circulation in the borough, posting the notice in a
public place in each city and town in the borough,
notifying assemblymen not present when the assembly
changes the meeting and others directly concerned with
any agenda items. The assembly clerk is responsible
for all meeting notices."

Section 2. Section 05.15.035 of the Kenai Peninsula
Borough Code of Ordinances is hereby repealed.

Section 3. Chapter 15, of Title 5 of the Code of Or-
dinances of the Kenai Peninsula Borough is hereby amended
by adding new sections to be numbered Section 05.15.040 -
Section 05.15.055, which sections read as follows:

"Section 05.15.040. Adoption of Robert's Rules of Order.
The Borough Assembly hereby adopts as its rules of pro-
cedure Robert's Rules of Order, as heretofore or here-
after amended.

Section 05.15.045. Placing of Items on Agenda.

(1) Items for consideration by the borough assembly
at a regular meeting of the assembly, with the exception
of the introduction of regular ordinances, shall be
placed on a meeting agenda prior to the close of busi-
ness on the Thursday next preceding the regular meeting

at which the item is to be considered. If the Thursday on which the agenda is to be closed is a holiday, then the agenda shall close at the close of business on the day next preceding which is not a holiday.

- (2) No item shall be considered at the regular meeting of the borough assembly, with the exception noted in (1) above, which has not been placed on the agenda according to the terms of 05.15.045(1), except that by unanimous consent of the assemblymen present and voting at the regular assembly meeting, an item may be placed upon the agenda upon shorter notice than that specified in Section 05.15.045(1).

(3) The meeting agenda, plus appropriate supporting documents, shall be sent to each assemblyman on the day following the closing of the agenda as set out in Sec. 05.15.045(1).

(4) The order of business shall be:

- (a) Call to order and roll call;
- (b) Minutes
- (c) Consideration of ordinances and any other pending actions involving public hearings;
- (d) Introduction of ordinances;
- (e) Presentations by members of the public;
- (f) Other business.

Section 05.15.050. Presentations by the public. Any members of the public desiring to make a presentation before the borough assembly at a regular meeting shall submit written notice of the specific subject he desires to present to the borough assembly. Each public presentation shall be limited to the subject described in the notice of public presentation submitted to the borough clerk. The assembly may limit the time allowed for individual public presentations.

Section 05.15.055. The agenda items shall be received by the borough clerk. The borough clerk shall immediately prepare the final agenda and forward it to the borough chairman. The borough chairman shall have the responsibility of sending the agenda and appropriate supplementary documents to each assemblyman as required in Section 05.15.045(3)."

Section 4. This ordinance becomes effective immediately upon its passage and approval according to law.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH
THIS 17 DAY OF October, 1967.

[Handwritten Signature]

Assembly President

ATTEST:

[Handwritten Signature]

Borough Clerk

