

Introduced by: Glick
Date: 12/10/02
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2002-147**

**A RESOLUTION AMENDING THE ASSEMBLY MANUAL TO CLARIFY
THE POLICY GOVERNING ASSEMBLY CORRESPONDENCE**

WHEREAS, the Borough Assembly Manual was last updated in February 2001; and

WHEREAS, some confusion has recently arisen regarding the use of an assembly member's official title when expressing personal views in letters to official agencies and other elected officials; and

WHEREAS, it is the intent of the following amendment to the Assembly Manual to clarify this policy;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That Section IV of the assembly manual is amended to read as follows:


IV. COMMUNICATIONS

- A. Communications to legislators, the governor, state department personnel, or other official agencies purporting to represent an action or position of the assembly, shall only be transmitted by, or at the direction of, the president, or by direction of the assembly, and shall represent the action of or the majority opinion of the assembly.
- B. The use of Kenai Peninsula Borough stationery shall be limited to official communications and will not be used for individual correspondence by an assembly member. All communications on KPB stationery will be prepared by the borough clerk or her staff, who will route a copy to the president and keep a copy on file in the Clerk's records. KPB stationery will not be issued to assembly members.
- C. Correspondence from individual assembly members to legislators, the governor, state or federal department personnel or other official agencies regarding matters upon which the assembly has taken no official action or which expresses the personal view of the individual assembly member must clearly indicate that the letter does not represent the opinion or position of the Kenai Peninsula Borough. In addition, individual assembly members must refrain from using their official title "assembly member" in the heading or signature line of personal correspondence.

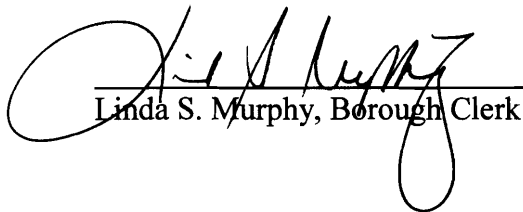
[C]D. Telephone calling cards for assembly business may be issued to assembly members at the discretion of the assembly president. Telephone logs must support billing for reimbursement, commencing with FY 1993-94.

SECTION 2. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 10TH DAY OF DECEMBER, 2002.


Pete Sprague, Assembly President

ATTEST:


Linda S. Murphy, Borough Clerk

