Service Area Meetings & Meeting Minutes

Presented by: Division of Rural Services

Meeting Overview

- REQUIREMENTS
- WHAT CONSTITUTES A MEETING?
- QUORUM
- RECORDS
- OPEN MEETINGS ACT
- MEETING REQUEST FORM
- MEETING AGENDA FORM

Meeting Requirements

- Commissioners are appointed to 2-year terms by the Mayor, and are confirmed by the Assembly

Meeting Requirements cont.

- Commissions exercise limited supervision, management and control of service area affairs on behalf of the Borough (FNSB 14.01.101)

- 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)

What Constitutes a Meeting?

- A meeting can be any gathering where either a majority, or four or more members of a body are present, and members collectively consider any matter upon which the body is empowered to act

- A meeting can be formal or informal; regular or special; or a work session

What Constitutes a Meeting? Cont.

- A meeting does not have to be prearranged to qualify

- A meeting can be any social gathering where business is conducted or members collectively consider a matter over which they have authority

Open Meetings Act

Open Meetings Act

- **Service Area Commissions, District Councils, and the Assembly Road Service Area Committee are all covered under the State of Alaska's Open Meeting Act (OMA)**

Open Meetings Act cont.

Open Meetings Act (cont.)

- AS 44.62.310 states that all meetings of a governmental body of a public entity of the state are open to the public

Meeting Quorum

- **A majority of the commission constitutes a quorum for transaction of business (*generally two members of a three member commission*)**

- **Decisions are made based on the majority of commission members present at the meeting**

Meeting Quorum cont.

- If any regular member is absent, the Alternate shall take their place for the purposes of the meeting

- While members of the public may attend and voice their opinions, <u>only the commissioners may vote on any issue</u>

Meeting Records

- Permanent records or minutes shall be kept to record commissioner's votes

- These minutes must be submitted to Rural Services where they will be available for public inspection

Meeting Records cont.

- **The Borough Clerk's Office will store the official copy of minutes (FNSB 14.01.141)**

Public Notice of Meetings

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

Public Notice of Meetings cont.

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

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:
(Check for every meeting)

- ☐ Approval of Agenda
- ☐ Approval of Previous Minutes
- ☐ Financial Update
- ☐ Road Maintenance
- ☐ Transfer Funds

Specialty Items:
(Depending on quarter)

1st Quarter (January-March)

- ☐ Budget Planning
- ☐ Maintenance Contract Renewal

3rd Quarter (July-September)

- ☐ Election of Officers
- ☐ Project Request Submittal
- ☐ Tax Cap Election Request

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

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Meeting Minutes Form

DIVISION OF RURAL SERVICES

SERVICE AREA MEETING MINUTES FORM

_____Service Area Meeting Minutes

Meeting Location:_____

Date of meeting:_____

Commissioners* present:_____

_____

Other** attendees: *(See sign-up sheet)*

1. Meeting called to order at:_____

2. Election of officers:

3. Reading of the agenda:

Meeting Minutes Form cont.

4. Call for approval of the agenda:

5. Reading of minutes from prior meeting(s):

6. Call for approval of the minutes:

7. Old Business:

Meeting Minutes Form cont.

8. New Business:

a.) Discussion of maintenance work:

b.) Quarterly business:

c.) Financial position:

d.) Other items, as necessary *(Input from others attending)*:

9. Action Item Assignment *(Who, what, when, where and why?)*:

10. Adjournment at_____.

Meeting Takeaways

- ✓ Preparing agenda (sets the tone)
- ✓ Taking concise, practical minutes saves time (when following the agenda outline)
- ✓ The commissioner vote counts
- ✓ Turn in your minutes
- ✓ The benefits

Questions

THANK YOU!!

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