



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

The background of the slide is a collage of three images: a fishing boat on the water in the top left, a wooden boardwalk leading through a town in the bottom left, and a yellow Caterpillar dump truck on a rocky shore in the bottom right.

**DEPARTMENT OF COMMERCE, COMMUNITY, AND
ECONOMIC DEVELOPMENT**
Division of Community and Regional Affairs

Effective Meeting Basics

Diane Sam & Brenda Hewitt

February 8, 2020



Alaska Planning Commission

Community Map HAINES

59°14'30"N 137°30'35"W Elevation 100'

The presence of the monument was required by a special legislative appropriation for the Department of Commerce and Economic Development, administered by the Division of Community Planning.



Note: Structures not outlined or color coded have been determined to be minor accessory structures and/or dilapidated buildings.



The boundaries of the City of Haines are as follows: Beginning at Cor. No. 1, a point on the line of 100 feet elevation Cor. No. 1, on 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, 2800, 2900, 3000, 3100, 3200, 3300, 3400, 3500, 3600, 3700, 3800, 3900, 4000, 4100, 4200, 4300, 4400, 4500, 4600, 4700, 4800, 4900, 5000, 5100, 5200, 5300, 5400, 5500, 5600, 5700, 5800, 5900, 6000, 6100, 6200, 6300, 6400, 6500, 6600, 6700, 6800, 6900, 7000, 7100, 7200, 7300, 7400, 7500, 7600, 7700, 7800, 7900, 8000, 8100, 8200, 8300, 8400, 8500, 8600, 8700, 8800, 8900, 9000, 9100, 9200, 9300, 9400, 9500, 9600, 9700, 9800, 9900, 10000, 10100, 10200, 10300, 10400, 10500, 10600, 10700, 10800, 10900, 11000, 11100, 11200, 11300, 11400, 11500, 11600, 11700, 11800, 11900, 12000, 12100, 12200, 12300, 12400, 12500, 12600, 12700, 12800, 12900, 13000, 13100, 13200, 13300, 13400, 13500, 13600, 13700, 13800, 13900, 14000, 14100, 14200, 14300, 14400, 14500, 14600, 14700, 14800, 14900, 15000, 15100, 15200, 15300, 15400, 15500, 15600, 15700, 15800, 15900, 16000, 16100, 16200, 16300, 16400, 16500, 16600, 16700, 16800, 16900, 17000, 17100, 17200, 17300, 17400, 17500, 17600, 17700, 17800, 17900, 18000, 18100, 18200, 18300, 18400, 18500, 18600, 18700, 18800, 18900, 19000, 19100, 19200, 19300, 19400, 19500, 19600, 19700, 19800, 19900, 20000, 20100, 20200, 20300, 20400, 20500, 20600, 20700, 20800, 20900, 21000, 21100, 21200, 21300, 21400, 21500, 21600, 21700, 21800, 21900, 22000, 22100, 22200, 22300, 22400, 22500, 22600, 22700, 22800, 22900, 23000, 23100, 23200, 23300, 23400, 23500, 23600, 23700, 23800, 23900, 24000, 24100, 24200, 24300, 24400, 24500, 24600, 24700, 24800, 24900, 25000, 25100, 25200, 25300, 25400, 25500, 25600, 25700, 25800, 25900, 26000, 26100, 26200, 26300, 26400, 26500, 26600, 26700, 26800, 26900, 27000, 27100, 27200, 27300, 27400, 27500, 27600, 27700, 27800, 27900, 28000, 28100, 28200, 28300, 28400, 28500, 28600, 28700, 28800, 28900, 29000, 29100, 29200, 29300, 29400, 29500, 29600, 29700, 29800, 29900, 30000, 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DCRA

*an agency with the
constitutional responsibility to
advise and assist local
governments*

An aerial photograph of a coastal area, likely in Alaska, showing a river, a road, and various land parcels. Overlaid on the map are technical survey lines, lot numbers, and labels for various features like "SINYON CREEK", "JACK RIVER", "TRACT 1", "TRACT 2", "TRACT 3", "TRACT 4", "TRACT 5", "TRACT 6", "TRACT 7", "TRACT 8", "TRACT 9", "TRACT 10", "TRACT 11", "TRACT 12", "TRACT 13", "TRACT 14", "TRACT 15", "TRACT 16", "TRACT 17", "TRACT 18", "TRACT 19", "TRACT 20", "TRACT 21", "TRACT 22", "TRACT 23", "TRACT 24", "TRACT 25", "TRACT 26", "TRACT 27", "TRACT 28", "TRACT 29", "TRACT 30", "TRACT 31", "TRACT 32", "TRACT 33", "TRACT 34", "TRACT 35", "TRACT 36", "TRACT 37", "TRACT 38", "TRACT 39", "TRACT 40", "TRACT 41", "TRACT 42", "TRACT 43", "TRACT 44", "TRACT 45", "TRACT 46", "TRACT 47", "TRACT 48", "TRACT 49", "TRACT 50", "TRACT 51", "TRACT 52", "TRACT 53", "TRACT 54", "TRACT 55", "TRACT 56", "TRACT 57", "TRACT 58", "TRACT 59", "TRACT 60", "TRACT 61", "TRACT 62", "TRACT 63", "TRACT 64", "TRACT 65", "TRACT 66", "TRACT 67", "TRACT 68", "TRACT 69", "TRACT 70", "TRACT 71", "TRACT 72", "TRACT 73", "TRACT 74", "TRACT 75", "TRACT 76", "TRACT 77", "TRACT 78", "TRACT 79", "TRACT 80", "TRACT 81", "TRACT 82", "TRACT 83", "TRACT 84", "TRACT 85", "TRACT 86", "TRACT 87", "TRACT 88", "TRACT 89", "TRACT 90", "TRACT 91", "TRACT 92", "TRACT 93", "TRACT 94", "TRACT 95", "TRACT 96", "TRACT 97", "TRACT 98", "TRACT 99", "TRACT 100".

training

technical

assistance



Commission Member Duties

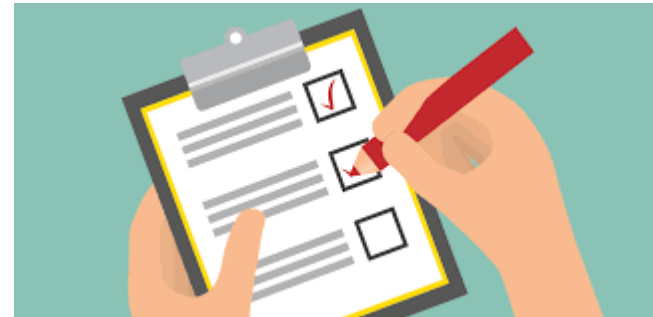
- Participate in all issues
- Consider views
- Focus on policy, *not* politics
- Discussion leads to growth
- Civility



Duties of the Commission

- Comprehensive Plan
- [Platting Authority](#)
- Land Use Regulations
- [Rezone of Property](#)
- Variances and Land Use Permits
- [Land Acquisition and Disposal](#)
- Appeals from Administrative Decisions
- [Capital Improvements](#)
- Annual Planning Budget
- [Planning Departments Work Program](#)
- Public Meetings and Hearings
- [Initiate Planning Projects](#)
- Coordinate with other Agencies' plans
- [Other Duties as Authorized by Ordinance](#)

Reference Booklet pages 4-6





Planning Commission Roles #1

1. Advisory Role



Reference Booklet page 13



Planning Commission Roles #2

2. Regulatory Role



Reference Booklet page 13



Planning Commission Roles #3

3. Procedural Role



Reference Booklet pages 13-15



Ethics

- Ex Parte Contact
- Conflicts of Interest: *direct & financial*
- How to correct Ex Parte

Reference Booklet pages 43-47



Ethics by Alaskan Statute

- Improper Gifts
(AS 39.52.130)
- Improper Use/Disclosure of Info
(AS 39.52.140)
- Nepotism and/or Cronyism
(AS 39.90.020)
- Conflict of Interest
(AS 29.20.010)



Example Situation

Voting whether to recommend a holiday to honor those lost at sea.





Example: Conflict & Result

One member is a fisherman. The member declares the potential conflict...

Conflict?!



...and the chair decides.

No, no.

Chair

Member votes unless others override.



Example #2 Situation

**Voting whether to
recommend an area is
rezoned commercial.**



Example #2 Potential Conflict of Interest

A home in the zone belongs to a commission member.





Example #2 Result

The member declares the potential conflict...
...and the chair decides.

Conflict?!



Yes, yes.

Chair



Meetings

The Open Meetings Act

Reference Alaska Statute 44.62.310 & Booklet page 43



Meetings

Meeting Definition and Types

Executive Sessions

Reference Alaska Statute 44.62.310 & Booklet page 43
Reference AS 44.62.310(c) & Booklet page 49



Parliamentary Procedure

Role of the Chair





Parliamentary Procedure

Parliamentary Procedure





Meeting Procedures

8 steps in a *motion*

- | | |
|----------------------------------|---------------------------------|
| 1. <i>Attention of the chair</i> | 5. <i>Chair restates motion</i> |
| 2. <i>Recognized</i> | 6. <i>Debate</i> |
| 3. <i>Propose motion</i> | 7. <i>Vote</i> |
| 4. <i>Second</i> | 8. <i>Announce result</i> |



Meeting Procedures

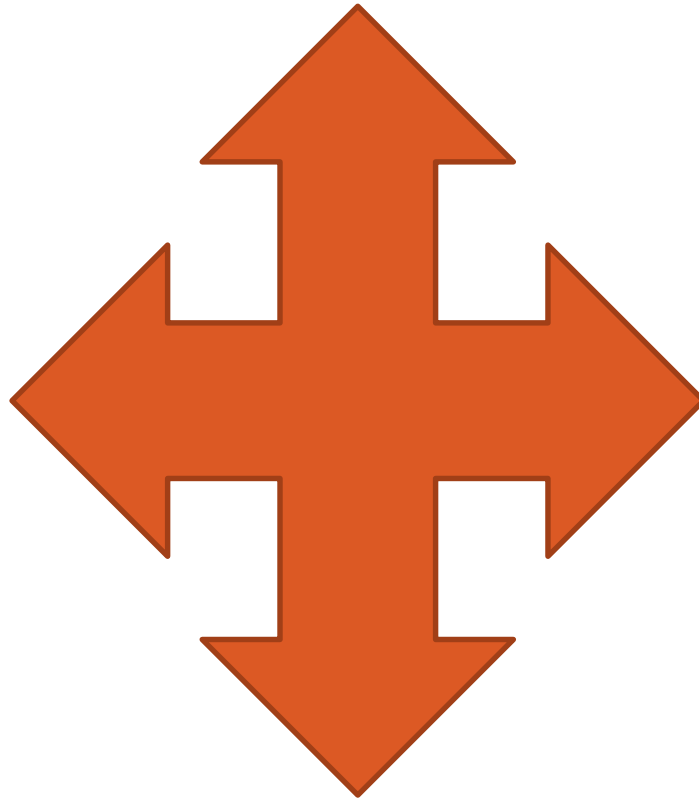
Types of *Motions*

- Main
- Subsidiary
- Incidental
- Privileged
- Bring a Q Again



Parliamentary Procedure

4 Principles





Contact



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Facebook: DCRA-Local Government Assistance

Web: www.commerce.alaska.gov/web/dcra