

# Economic development Advisory Commission

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ADVISORY BODY TRAINING – APRIL 2023

## Where did we come from?

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- ❖ Boards and Commissions are created by the City Council via Ordinance.  
*Alaska Statutes 29.20.320 & Homer City Code 2.58.010*
- ❖ The Economic Development Advisory Commission was established by Ordinance 93-15(S)(A)
- ❖ The Commission was inactivated in 2000 and reactivated in 2006

## And our purpose?

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The Commission was created to act in an advisory capacity to the City Manager and City Council on the overall economic development planning for the City of Homer, in accordance with HCC 2.76.040. *EDC Bylaws*

## HCC 2.76.040 Duties & Responsibilities

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- a. Oversee responsibility of the City of Homer's work with KPEDD in developing a strategic plan for the specific Homer portion of the regional CEDS that is written every five years.
  1. Cohost with KPEDD public meetings to collect comments on local strengths, opportunities, weaknesses and threats especially relating to the economy to determine the City's needs and wants. This is done to broaden public involvement.
  2. Review and comment on yearly CEDS updates.
  3. Monitor the implementation of the regional CEDS in terms of the Homer portion.
- b. Collect and analyze data to evaluate existing City of Homer resources.
- c. Formulate and develop the overall long-range economic development goals of the residents of the City of Homer through public hearing process.

## HCC 2.76.040

### Duties & Responsibilities continued

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- d. Identify specific alternatives or projects to accomplish the City's objectives.
- e. Recommend priorities for the projects or alternatives.
- f. Promote public interest in overall economic development.
- g. Make inquiries regarding matters related to economic development.
- h. Commission may take part in activities with the Chamber of Commerce, Kenai Peninsula Borough Economic Development District, and Kenai Peninsula Borough Tourism Marketing Council upon the approval of the Council.
- i. Commission should provide a representative for the KPB Economic Development District Board.
- j. Any recommendation the Commission may have regarding economic development is to be directed to the City Council through the City Manager or the recommendations of the Commission concerning policy issues shall be sent directly to the Council upon request of the Commission.
- k. The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

## Open Meetings Act (OMA)

### AS 44.62.310 Government Meetings Public

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- ❖ All meetings of a governmental body of a public entity are open to the public, except as otherwise provided.
- ❖ Certain subjects may be considered in executive session
  - ✓ Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity
  - ✓ Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion
  - ✓ Matters involving consideration of government records that by law are not subject to public disclosure
  - ✓ Matters which by law, municipal charter, or ordinance are required to be confidential

## OMA definitions

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**Governmental Body-** means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members

**Meeting-** means a gathering of members of a governmental body when

- more than three members or a majority of the members, whichever is less, are present,
- the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act,
- and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

## What constitutes a meeting?

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❖ It's a gathering of at least 4 commissioners that's been prearranged to discuss a matter upon which the body is empowered to act, aka: commission business.

- ✓ A matter on which the body is permitted to act includes every step of the decision making process, from brainstorm sessions to fine-tuning a proposal.
- ✓ Emailing, texting, phone calls, or other communications between four or more commissioners to discuss commission business. (Serial Meeting)

## What if I run into other commissioners at a gathering or event?

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- ❖ A social gathering arranged for a given social purpose and not prearranged to discuss matters on which the body can act is not a meeting.
- ❖ Chance encounters will not constitute a meeting, even if the members discuss a matter on which they could advise or make a recommendation.

*But!!! Remember the public's perception is important so it's best to refrain from talking about commission business if you find yourself in these situations.*



## Homer City Code

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- Outlines Commission duties and responsibilities
- Defines a quorum as four members
- Requires a quorum of members to conduct a meeting
- Directs that all members vote unless they have a conflict of interest or personal bias
- Defines that four yes votes are required to pass a motion
- Directs that voting by proxy is prohibited
- Directs that meetings will be conducted under the current edition of Robert's Rules of Order as the parliamentary authority

## Chair's Responsibilities

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Homer City Code 2.58.050 states:

*The presiding officer shall preserve order and decorum at all meetings of the board or commission, while promoting discussion by all members in deliberations unless otherwise prohibited by law.*

**These duties are all about procedure and running a meeting well.**

## The Chair

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- Is a member of the body with the same voting and discussion rights as the other members. Robert's Rules recommends the Chair speak last.
- Can make motions in a small board or commission, but it's recommended that other member's make the motions, and the Chair state the question and put it to a vote
- Is not a position where they can exercise their leadership to determine the outcome of a vote
- Is not in control of the decision the group makes
- Is not tasked with obtaining consensus of the group
- Should not contact the membership directly regarding business matters

## Taking care of business

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### **Before the meeting**

- Agenda Packets
  - Agendas are set by the Chair and Staff.
  - Commissioners may request items be added to a commission agenda and must provide packet information, prior to agenda deadline.
  - The agenda deadline is 5:00 p.m. on the Wednesday prior to the meeting day.
  - Agenda packet material are provided to the Clerk, who prepares and distributes the agenda packets.

## Taking care of business

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### **At the meeting**

- The Chair will announce agenda items in the order listed on the agenda and will ask for motions when necessary
- Under pending and new business items, the Chair will open the floor to staff or a member to provide a report on the topic, and one or more motions to carry out the recommendations in the report may be introduced.
- If a public hearing is scheduled, the Chair will open the public hearing, the Commission will hear public comments, the Chair will close the public hearing and ask for motions when necessary.

## Taking care of business

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### Making motions

- Main motion – a formal motion by a commissioner that the body take a certain action.
- Primary Amendment – a motion to amend the main motion
- Secondary Amendment – a motion to amend the amendment

### Voting

- Secondary Amendment – a motion to amend the amendment
- Primary Amendment – a motion to amend the main motion
- Primary Amendment – a motion to amend the main motion

## Taking care of business

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### Other motions

- Postpone - an action to consider a main motion at a later time.
- Suspend the rules – Used if the Commission/Board wishes to do something during a meeting that it cannot do without violating one or more of its regular rules.
- Point of order– Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.
- Reconsideration– Used to bring a motion back before the Commission/Board for further consideration.
- Call for the question– Used to immediately close discussion and the making of subsidiary motions . Commonly used to bring an immediate vote on one or more pending motions.
- Withdraw a motion – The mover of the motion can withdraw their motion before it is stated by the Chair as pending. After the Chair states the motion, it belongs to the body and the maker may request permission to withdraw the motion.