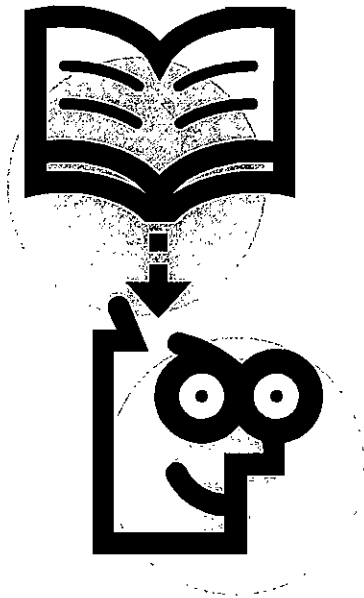


Library Advisory Board  
Tuesday  
June 4, 2013  
Regular Meeting  
5:00 p.m.



Cowles Council Chambers  
City Hall  
491 E. Pioneer Avenue  
Homer, Alaska





**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
  - A. Meeting Minutes for the Regular Meeting on May 7, 2013 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
  - A. Friends Report
  - B. Next Friends Meeting – June 12, 2013 at 6:00 P.M. Library Conference Room
  - C. Director’s Report June 2013 Page 9
  - E. Budget & Statistics – Phil Gordon
  - G. Children’s Art –
  - H. Facilities Report – Dave Groesbeck
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**
  - A. Review of the Library Advisory Board Bylaws Page 11
  - B. Review and Discussion of Standing Committees
  - C. Parliamentary Procedures – Using Roberts Rules of Order Page 15
  - D. Boardmember Recruitment
- 11. INFORMATIONAL MATERIAL**
  - A. Memorandum to Mayor Wythe and City Council Re: Facility Use Policy dated May 22, 2013 Page 21
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR JULY 2, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 13-03 a Regular Meeting of the Library Advisory Board was called to order by Acting Chair Gordon at 5:00 p.m. on May 7, 2013 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GROESBECK, KLOUDA, GORDON, STROBEL

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK JACOBSEN

**AGENDA APPROVAL**

GROESBECK/STROBEL MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

None

**RECONSIDERATION**

There was no reconsideration scheduled.

**APPROVAL OF MINUTES**

A. March 5, 2013 Regular Meeting Minutes

GROESBECK/KLOUDA MOVED TO APPROVE THE MINUTES.

There was brief discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**VISITORS**

**STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Friends Report

Library Director Dixon noted that most of the Friends information is included in her staff report.

B. Next Friends Meeting May 8, 2013 at 6 pm in the Library Conference Room

Board member Strobel commented that he would make an effort to attend the Friends meeting, however because of another commitment, he will likely arrive late.

C. Directors Report March & April 2013 and Monthly Statistics

Library Director Dixon reviewed the monthly statistics that were provided as a laydown. There was brief discussion about fluctuation in the numbers in comparison to last year.

Library Director Dixon also reviewed the information included in her staff report. She elaborated about a work group she is on with Best Beginnings. They held a community event where they pulled together interest groups and organizations that have interest in early literacy. Her working group was tasked with considering a list of information about language and literacy. She was pleased that the library is already doing, or would be doing if they had more time, over half of the items on the listing. Best Beginnings has said one of their goals is to get a full time children's librarian for Homer. She thinks it will take some work because there isn't funding for the position right now, but it is an exciting prospect.

Acting Chair Gordon recognized Representative Seaton who arrived after the start of the meeting and invited him to speak if he had anything to share with the Board.

Representative Seaton commended the Board and recognized the importance of their work for the community. Regarding early literacy, he sponsored HB 90, which is for early testing for vitamin D in pregnant women in their second trimester. A study has shown there is four times the rate of language impairment of kids at age 5, if their mothers had low vitamin D in their second trimester.

D. Landscape Committee Report

Board member Klouda reported the committee received advice from gardener Rosemary Fitzpatrick to clean out the north garden and plant rose bushes. There was discussion of how to handle the iris. The committee agreed to phase them in settling on five rose bushes max. They need volunteers to help clean and plant, under the guidance of Brenda Adams. There was brief discussion about volunteer time bank opportunities and also working with volunteers through the Friends. Board member Klouda said the landscape committee won't be meeting through the summer and she should work with the Friends to try to wrap this up. Library Director Dixon said she can talk with the Friends as well.

E. Budget and Statistic

Acting Chair Gordon reviewed budget and statistic information relating to other libraries, focusing on the title collection, development and expenditures. He reviewed what other cities have spent on their collection development noting that since 2000 our spending is far less than Kenai, Kodiak, Palmer, Seward, and Soldotna, who in most cases, double Homer's spending. He thinks it should come to Council's attention what our superb staff and excellent facility have to work with in terms of material. He and Mr. Groesbeck will update a presentation to council for the Board to look at at their next meeting. They recognize a lot of the library's budget goes to the loan payment, but they want to focus on an education campaign to help Council and others see how the city lacks in collection improvements.

F. Children's Art

LIBRARY ADVISORY BOARD  
REGULAR MEETING  
MAY 7, 2013

Library Director Dixon commented that former member Eileen Faulkner is still hanging children's art. It was previously suggested to set up a rotating art project with different schools, but Claudia Haines, who works with the children's programs pointed out that teachers are already pressed for art at the school. Mrs. Haines recommended that it might be worthwhile to participate in the Jubilee event each year and that she will work with some of the day cares she is involved with for children's art.

G. Facilities Report

Board member Groesbeck reported progress regarding vestibule. He is looking forward to and waiting to hear from staff.

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Review and Approve Final Draft of Facility Use Policy

The Board spoke favorably about the final draft. Library Director Dixon reported the City Attorney commented they are within the rights to prohibit patrons to view pornographic material on their equipment, so she is okay with that clause. They briefly discussed the issue and Mrs. Dixon said they will try to continue to handle it with good public relations and remind equipment users to be thoughtful about what is being viewed.

GROESBECK/KLOUDA MOVE TO APPROVE THE FACILITY USE POLICY AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

There was brief discussion about definitions, point was raised that they had discussed it previously and felt that keeping the Library Director as the final authority was most appropriate.

**NEW BUSINESS**

A. Election of Chair and Vice Chair

Acting Chair Gordon opened the floor to nominations for Chair.

Board member Klouda nominated Acting Chair Gordon, who respectfully declined the nomination.

Action Chair Gordon nominated Board member Groesbeck. There were no other nominations and Mr. Groesbeck was approved as Chair by consensus of the Board.

Chair Groesbeck assumed the gavel and opened the floor to nominations for Vice Chair.

LIBRARY ADVISORY BOARD  
REGULAR MEETING  
MAY 7, 2013

Board member Gordon nominated Board member Strobel for Vice Chair. There was brief discussion regarding the duties of Vice Chair.

There were no other nominations and Mr. Strobel was approved as Vice Chair by consensus of the Board.

**INFORMATIONAL ITEMS**

- A. Memorandum to Mayor and Council re: 2013 Land Allocation Plan from Planning Technician Engebretsen

**COMMENTS OF THE AUDIENCE**

None

**COMMENTS OF CITY STAFF**

Library Director Dixon thanked the group for participating and those serving as officers.

**COMMENTS OF THE COUNCILMEMBER**

**COMMENTS OF THE CHAIR**

Chair Groesbeck thanked the Board for their support and encouraged them to continue to recruit for additional board members.

**COMMENTS OF THE BOARD**

Board member Strobel said he is happy to be on the board because library is fantastic. In the beginning he wondered about their purpose, and he is getting a better understanding.

**ADJOURN**

There being no further business to come before the Board the meeting adjourned at 6:18 p.m. The next regular meeting is scheduled for Tuesday, June 4, 2013 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_



**Director's Report**  
**Homer Public Library**  
**May 29, 2013**

Placement of the new Facility Use Policy, which was approved at the last LAB meeting, onto the City Council agenda has been postponed until I can be present to answer any questions. It is tentatively scheduled for June 24. If I'm not back by then it will be on the July 8 agenda. I apologize for the delay. In the meantime, the policy has been sent to the City lawyer for his reading.

Much was accomplished during the two days of this year's War on Weeds. The garden beds are in order and starting to bloom. The North Meadow is turning green and should start to blossom soon. Thanks to the volunteers who braved a cold spring to come out and help!

The entry project is *almost* complete. The contractor expects to finish by next weekend. I have already received comments that the area is quieter, which was one of the main purposes of the project (the other being reduced draftiness).

Thanks to Dale Bothell in the Maintenance department, we now have a designated smoking area set away from the Library entrance. Insurance requires smoking to take place at least 50 feet from the building. In addition, some patrons object to walking through second-hand smoke as they enter the library. So far the designated smoking area seems to be alleviating both problems.

Claudia Haines has launched this year's Summer Reading Program with a multitude of events and reading incentives for all ages. Encourage kids to "Dig Into Reading" on Saturday June 1 from 10 to 1 at the heavy equipment show-and-tell right outside the Library. Check out the "Maker Monday" schedule of activities for youth and teens for a variety of fun and cool programs. And don't miss the Rumpelstiltskin marionette performance on Friday June 14 from 3-4 pm! Returning after last year's tour, the Stevens Puppeteers give a dazzling performance, suitable for all ages. Check the website or ask at the front desk for more details.

Our campaign to replace old library cards with new ones is proceeding well. If you haven't swapped out yours yet, come on by. It only takes a couple minutes.

A recent analysis of library-related statistics in Alaska cites Homer as having more library volunteers than any other library in the state! That includes much bigger towns and libraries, such as Anchorage, Fairbanks, and Juneau. We truly do have a fabulous volunteer community!

Now that our learning curve on the new Evergreen software has slowed down, our priorities for the summer months (besides the Summer Reading Program, of course) is ordering new

materials. Books, videos, music, audio books – look for more “NEW” stickers in the coming months.

Many of you know that I will be out of town during most of June to due to a family medical situation. I will be in contact via e-mail, however, and plan to accomplish as much work as possible by remote access to my desktop computer, thanks to our IT department. I regret the absence and look forward to returning as soon as possible. Sue Gibson will be responsible for the Library in my absence.

## **HOMER PUBLIC LIBRARY ADVISORY BOARD BYLAWS**

### **ARTICLE I - NAME AND AUTHORIZATION**

This organization shall be called the Library Advisory Board, existing by virtue of the provisions of Chapter 1.48 of the Homer Municipal Code, and exercising the powers and authority, and assuming the responsibilities delegated under said Code.

### **ARTICLE II – PURPOSE**

Section 1 Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2 Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3 Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4 Solicit donations of money and/or property for the benefit of the Library.

Section 5 Represent the Library to the community.

### **ARTICLE III - OFFICERS AND BOARD MEMBERS**

Section 1 A Chairperson, Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board.

Section 2 Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3 The Chairperson shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute all documents authorized by the Board; serve as ex officio, voting member of all committees, and generally perform all duties associated with that office.

Section 4 In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

Section 5 One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.

Section 6 Honorary members of the Board may from time to time be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.

**ARTICLE IV – MEETINGS**

Section 1 The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

Section 2 Regular meetings shall be held each month in the designated location. Dates, hours and location shall be set by the Board, and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 3 All regular meetings shall be open to the public.

Section 4 The regular meetings in July, August and September of each year shall be known as budget meetings. Budget proposals, position classification and compensation schedules, shall be reviewed at these meetings.

Section 5 The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA.
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or OLD BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us), 235-3130.

Section 6 Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.

Section 7 Special meetings may be called by the Library Director at the direction of the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8 A quorum for the transaction of business at any meeting shall consist of four members of the Board present. For purposes of determining the existence of a quorum, Honorary Board members shall not be counted.

Section 9 Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 10 Robert's Rules of Order, latest edition shall govern the parliamentary procedures of meetings.

**ARTICLE V - COMMITTEES**

Section 1 The Chairperson shall appoint committees of one or more members for such specific purposes as the business of the Board may require. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2 All committees shall make a progress report to the Board at each of its meetings.

Section 3 No committee shall have other than advisory powers unless, by suitable action to the Board, it is granted specific powers to act.

**ARTICLE VI - VOTING AND BYLAW AMENDMENTS**

Section 1 An affirmative vote of the majority of all members of the Board present at one time shall be necessary to approve any action before the Board. The Chairperson may vote upon, and may move or second a proposal before the Board.

Section 2 A record of all voting must be included in the minutes of each meeting.

Section 3 The By-laws may be amended by a simple majority of all members of the Board present at one time, provided written notice of the proposed amendment shall have been sent to all members at least five (5) days prior to the meeting at which such action is proposed to be taken.

Section 4 Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

## **ARTICLE VII – ATTENDANCE**

Teleconference meetings.

1. The preferred procedure for a Board meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This is limited to two (2) meetings per year.
  2. There must be an initial quorum present.
  3. A Board member participating by teleconference shall be deemed to be present at the meeting for all purposes. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.
2. Teleconference procedures.
- A. A Board member who cannot be physically present for a regularly scheduled meeting shall notify the clerk at least five days prior to the scheduled time for the meeting of his/her intent to appear by telephonic means of communication.
  - B. The clerk shall notify the Board members three days prior to the scheduled time for the Board meeting of Board members intending to appear by teleconference.
  - C. The means used to facilitate a teleconference meeting the Board must enable each Board member appearing telephonically to clearly hear all other Board members and members of the public attending the meeting as well as be clearly heard by all other Board members and members of the public.
  - D. The clerk shall note in the attendance record all Board members appearing telephonically.

# **THE BASICS OF ROBERT'S RULES OF ORDER**



City Officials Guide to an  
Effective Meeting

## **City Officials Guide to an Effective Meeting**

### **Basics of Robert's Rules**

#### **General Order of Meetings**

1. Call to Order
2. Approval of Minutes
3. Officers, Boards and Standing Committee Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

#### **Procedure to Make a Motion**

1. Member raises hand and waits for recognition from the presiding officer.
2. The member states the motion. e.g. "I move that we paint city hall."
3. Another member must second the motion to continue.
4. The presiding officer states the motion. (This puts the motion on the floor.)
5. Presiding officer calls for discussion on this motion.  
The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.
6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

#### **Procedure to Amend a Motion**

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and is recognized from the presiding officer.
2. Member states the amendment. e.g. "I move that we paint city hall with funding received from grants."
3. Amendment must be seconded.
4. Presiding officer states the amendment.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

A "friendly amendment" is often used to describe an amendment offered by a member who agreed with the main motion, but believes that the amendment will improve the statement or effect of the main motion, or will increase the chances of the main motion's adoption.

1. Member raises hand and is recognized from the presiding officer.
2. Member states they would like to "offer a friendly amendment to the motion; I move to amend the motion, that we paint city hall red with funding from grants."
3. Amendment is seconded.
4. Presiding officer states the friendly amendment.



5. Presiding officer call for discussion on the friendly amendment.
6. Presiding officer calls for a vote on the amendment and announces result.

### **Motion to Postpone**

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer states motion.
4. Presiding officer calls for discussion.
5. Motion is amendable and debatable.
6. Presiding officer calls for a vote, and states result of the vote and action taken.

### **Motion to Suspend the Rules**

Used if the Commission/Committee wishes to do something during a meeting that it cannot do without violating one or more of its regular rules. Commonly used to address agenda items out of order after the agenda has been approved or allowing an unscheduled visitor to address the assembly.

1. Can be made any time that no question is pending.
2. A member makes a motion; "I move to suspend the rules to hear New Business, Item C. before New Business, Item A."
3. Is out of order when another has the floor.
4. Motion must be seconded.
5. Motion is not debatable or amendable.
6. Motion must have two-thirds majority approval.
7. Presiding officer calls for a vote, and states the result of the vote and the action taken.

### **Motion for 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.

1. Does not have to be recognized by the presiding officer.
2. Does not need to be seconded.
3. Is not debatable. The presiding officer may allow explanation.
4. Is not amendable.
5. Is ruled on by the presiding officer. The presiding officer may seek the advice of the Clerk or more senior members present.
6. Cannot be reconsidered.

### **Motion for Reconsideration**

Used to bring a motion back before the Commission/Committee for further consideration.

1. Can be made by a member who voted with the prevailing side (aye if the motion was adopted/no if the motion was lost.)
2. Motion must be seconded.
3. Motion cannot be amended.
4. Only the merits of the reconsideration are debatable.
5. Requires a two-thirds vote to adopt a motion to reconsider.
6. Presiding officer states the result of the vote and the action taken.

### **Call for the Question**

Used to immediately close discussion and the making of subsidiary motions except the motion to "Lay on the Table." Commonly used to bring an immediate vote on one or more pending questions.

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Yields only to the subsidiary motion to lay on the Table, privileged motions and all applicable incidental motions.
3. Must be seconded.
4. Is out of order when another has the floor.
5. Is not debatable or amendable.
6. Requires a two-thirds vote to adopt a call for the question.
7. Cannot be reconsidered.

### **Lay on the Table**

Used to enable the Commission/Committee to lay the pending question aside temporarily when something else of immediate urgency has arisen. Commonly misused to stop discussion on a motion, with the intent to "kill" or avoid dealing with a measure.

1. Takes precedence over all subsidiary motions and pending incidental motions when made.
2. Cannot be applied to main motions.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable or amendable. The presiding officer can ask the maker his/her reasons.
6. Requires a majority vote.
7. Cannot be reconsidered.

### **Meeting Minutes**

1. Minutes are a record of what was done at the meeting, not what was said.
2. Meeting minutes are not verbatim transcripts.
3. Amendments that will change the substance of the minutes should be addressed on the record.
4. Approval of the minutes is not a time to correct typographical errors. If necessary, those may be provided directly to the recording clerk prior to or at the meeting.

## **Types of Meetings**

A Regular Meeting refers to the regularly scheduled meetings as established by the bylaws for the particular commission/committee/board. These are scheduled for the upcoming calendar year by resolution every December. During a regular meeting the procedures as outlined under the General Order of Meetings is followed.

Special Meetings are held when a single business item or two are to be addressed; the day or meeting time is changed from the regular schedule established in the bylaws; or the commission/committee feels that additional meetings are required to address items on the agenda responsibly. Special meetings follow the same procedures as outlined under the General Order of Meetings with the exception that minutes are not approved.

Executive Session is a portion of a meeting at which the proceedings are withheld from the public. This type of meeting is normally used to handle matters relating to discipline or finances. The members adjourn to another location within City Hall (usually the conference room adjacent to the Mayor's office.) After dealing with the business at hand the members will return to the main meeting place and resume the public portion of the regular or special meeting.

## **Types of Motions**

Original or Incidental main motions are used to introduce business.

Original Main motion is a main motion that introduces a substantive question as a new subject. This is the most commonly used motion. (e.g. I move that the Club contribute \$50 to the centennial celebration")

Incidental Main motion is a main motion (Point of Order, Suspend the Rules) that relates to the business of the Commission/Committee, or its past or future action. (e.g. I move to take a recess.)

1. Takes precedence of nothing. Cannot be made when a question is pending.
2. Can be applied to no other motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is debatable and amendable.
6. Requires a majority vote.
7. Can be reconsidered.

Subsidiary motions (Amend, Postpone) can be applied to the main motion to modify, delay action or dispose of the main motion. These motions are commonly made while the main motion is open for debate. Once made these motions must be voted on before the main motion.

Privileged motions (Recess, Adjourn) do not relate to pending business but deal with special matters of immediate and overriding importance. These motions are allowed to interrupt the consideration of anything else.

## **Role of the Officers**

### **Chairperson**

The member chosen for this position is selected principally for the ability to preside. They should be familiar with the bylaws of the commission/committee. As Chairperson the member selected has to use diplomacy, tact and common sense during a meeting. The duties of the chairperson are as follows:

1. To open the meeting at the appointed time.
2. Ascertain a quorum is present.
3. Announce in proper sequence the business before the commission/committee.
4. Recognize members who are entitled to the floor.
5. To state and put to vote all questions that legitimately come before the commission/committee and announces the results.
6. To protect the commission/committee from frivolous motions by refusing to recognize them.
7. To expedite business in every way compatible with the rights of members.
8. To enforce the rules relating to debate and to order and decorum within the commission/committee.
9. To respond to inquiries relating to parliamentary procedures.
10. To decide all questions of order subject to appeal.
11. To declare the meeting adjourned.

The Chairperson should have a copy of the bylaws in case they are needed for reference.

### **Vice Chairperson**

The Vice Chairperson is chosen to preside over a meeting when the Chairperson is not present, or it is necessary for them to vacate the chair. The duties of the Vice Chairperson are the same as shown above for the Chairperson when assuming that role.

In most commissions/committees if the Chairperson and Vice Chairperson are not present or have disqualified themselves in some manner and there is still a quorum the most senior member of the commission/committee/board fills in as Acting Chairperson.

It is recommended to familiarize yourself with parliamentary procedures and terminology. When each member has understanding of these procedures the result is productive meetings.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

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Homer, Alaska 99603

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(p) 907-235-3130

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## Memorandum

**TO: MAYOR WYTHE AND CITY COUNCIL**

**THROUGH: RENEE KRAUSE, CMC, DEPUTY CITY CLERK**

**FROM: LIBRARY ADVISORY BOARD**

**DATE: MAY 22, 2013**

**SUBJECT: RECOMMENDATION TO APPROVE THE FACILITY USE POLICY**

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At the regular meeting May 7, 2013 the Library Advisory Board discussed the proposed Facility Use Policy.

Below is the excerpt from the minutes of that meeting with the recommendation to approve the policy.

**A. Review and Approve Final Draft of Facility Use Policy**

The Board spoke favorably about the final draft. Library Director Dixon reported the City Attorney commented they are within the rights to prohibit patrons to view pornographic material on their equipment, so she is okay with that clause. They briefly discussed the issue and Mrs. Dixon said they will try to continue to handle it with good public relations and remind equipment users to be thoughtful about what is being viewed.

**GROESBECK/KLOUDA MOVE TO APPROVE THE FACILITY USE POLICY AS PRESENTED.**

There was no discussion.

**VOTE: NON OBJECTION: UNANIMOUS CONSENT.**

Motion carried.

There was brief discussion about definitions, point was raised that they had discussed it previously and felt that keeping the Library Director as the final authority was most appropriate.





