



RULES OF PROCEDURE

ARTICLE I - OFFICERS

1. The commission shall annually organize and elect a Chairperson and Vice-Chairperson at its first meeting in each calendar year.
2. The Chairperson shall preside over the meetings of the Commission and shall exercise all the powers usually incident to the office, and shall be a voting member with full right to have their vote recorded in all deliberations of the Commission. The Chairperson or their designated appointee shall attend meetings at which important Commission recommendations are presented and shall speak on behalf of the Commission.
3. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence. In case of the absence of the Chairperson and Vice-Chairperson, the members present may elect a Temporary Chairperson who shall have full powers of the Chairperson.
4. A staff member designated by the Alaska Department of Natural Resources (DNR) shall serve as secretary to the Commission. The secretary shall keep a record of all meetings of the Commission and shall keep such files as may be required.

ARTICLE II - MEETINGS

1. Regular meetings of the Commission shall be held at least six (6) times per year either in person or via teleconference.
2. Special meetings may be called by the Chairperson, provided that at least one week notice of special meeting is given to each member at his/her established business or residence.



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3. All meetings of the Commission shall be open to the public, except that any question permitted by law may be discussed in an executive session, which is closed to the public, provided that no final action is taken on any question at that session.
4. A majority of the membership of the Commission currently appointed by the Governor shall constitute a quorum for business transactions. Resolutions passed and decisions made by the Commission require a majority vote of the current membership of the Commission.
5. Any member who has a substantial direct or indirect financial interest in any question being voted on shall identify their interest but shall not be excused from voting hereon except with the concurrence of the majority of the other members present.
6. Any member of the Commission anticipating an extended period of absence from Commission meetings shall so advise the Commission Chairperson. A member who misses three consecutive regular meetings without prior approval shall automatically be recommended for replacement.
7. All recommendations by the Commission shall be made by resolution or formal reports to the Governor and Legislature. Resolutions shall be numbered consecutively within each year, according to the sequence of approval, and shall be signed by the Chairperson.
8. The agenda for each regular meeting of the Commission shall be prepared by the Chairperson with input from the Commission members and shall be distributed to each member, and posted for the public, at least one week prior to the meeting.
9. The order of business at all meetings of the Commission shall be as follows:

1. Opening Business

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- A. Call to Order, Roll Call
- B. Approval of agenda
- C. Introductions-Guests
- D. Review/Approval Previous Meeting Minutes
2. Briefings
3. Old Business
 - A. Action Items
4. Meetings of Interest
5. Critical deadlines
6. New Business
7. Reports
 - A. Chairperson
 - B. Committee
8. General Discussion
 - A. Public
 - B. Commission Members
9. Administrative Matters
 - A. Budget Report
 - B. Next Meeting Date
10. Adjournment

10. In all matters not covered by these rules, Roberts Rules of Order, Revised, shall govern.

ARTICLE III - CHANGE OF RULES

1. The Rules of Procedure may be amended at any regular or special meeting of the Commission by a majority vote of the membership of the Commission.

Adopted: January 11, 2007

Amended: