

**An Ordinance of the Haines Borough amending Haines Borough Code Title 2  
Section 2.10.040 to modify assembly meeting minutes procedures.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 2.10.040 Section 2.10.040 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

2.10.040 Minutes.

A. Minutes of all regular and special meetings shall be taken by the clerk or the clerk's designee. Audio recording shall also be made of these meetings. Summary notes shall be taken by the manager or committee chair at each assembly work session or committee of the assembly and a report given on the work session or committee meeting at the next regular borough assembly meeting. All approved minutes of regular and special meetings shall be kept by the clerk in the journal of the proceedings of the assembly. All minutes of the assembly shall be distributed by the clerk to the public desiring the same after payment of standard posted copying charges, plus postage and handling costs if delivered by mail.

B. Unless a reading of the minutes of an assembly meeting is requested by a member of the assembly, such minutes may be approved without a reading if the clerk has previously provided each member a copy thereof.

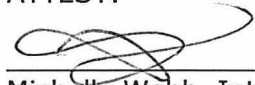
C. An assembly member may request through the mayor the privilege of having a verbatim record of the member's statement on any subject under consideration by the assembly entered in the minutes. Unless a majority of the assembly members object to any such request, such statement shall be entered in the minutes.

D. The clerk, unless directed otherwise by the mayor, and with the consent of the assembly, will always enter in the minutes ~~a synopsis of the discussion~~ **any action, by motion, taken by** ~~on any question coming before~~ the assembly. A vote by the assembly on any subject must be recorded in the minutes of the assembly meeting by the clerk.

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ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 12 DAY OF MARCH, 2014.

ATTEST:



Michelle Webb, Interim Borough Clerk

  
Stephanie Scott, Mayor

|                                |                    |
|--------------------------------|--------------------|
| Date Introduced:               | 02/11/14           |
| Date of First Public Hearing:  | 02/25/14           |
| Date of Second Public Hearing: | 03/12/14 - Adopted |