



Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY
Assembly

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MEMORANDUM

TO: Fairbanks North Star Borough Assembly
FROM: Mindy O'Neill, FNSB Presiding Officer 
DATE: January 28, 2021
SUBJECT: Approval of Assembly Virtual Meeting Protocol for Regular, Special and Committee Meetings

Due to the coronavirus emergency declaration, the Fairbanks North Star Borough has moved public meetings to a virtual format. This decision was made to help eliminate the community spread of the virus, while adhering to the State of Alaska COVID-19 mitigation guidelines, including social distancing in space and time.

In order to most efficiently run FNSB Assembly Meetings and offer the highest level of public transparency while meeting virtually, the following protocols for meetings have been developed. While it is understandable that technical issues with streaming and background noise such as kids, vehicles, dogs, etc. may not always be avoidable, every effort should be made to adhere to these protocols for the equitable and transparent execution of Assembly meetings.

The public, administration and staff are required to comply with these protocols.

- 1) **A technical check** will be conducted 10 minutes prior to the meeting for members, staff, and presenters. All members and FNSB meeting participants are requested to virtually arrive at the dais ten minutes prior to the noticed meeting time. Clerks may request additional time if needed. Members must be prepared to start a meeting at the noticed time. If a member can't make it on time due to a circumstance, they need to notify the clerk as soon as possible so the Clerks are aware of your situation and can make accommodations accordingly.
- 2) Find a **quiet place for meetings** where you will not be disturbed and where you are not subject to extraneous noise.
- 3) The timekeeper will be acknowledged at the beginning of the meeting and the timer sound will be broadcast during the Public Testimony Rules read by the Chair.
- 4) Members and staff will make all efforts to **attend the meeting with the video on**, especially during Roll Call, Roll Call Votes, Debate and Discussion. Video is required for Executive Session. All members have been provided electronic equipment that allow for video attendance.
- 5) During Roll Call and Roll Call Votes, members should **turn their microphones on when the vote is called** (when Chair requests the vote) and mute themselves after casting their verbal vote to expedite the verbal roll call.



- 6) **Raise-hand feature should be used for any recognition of the floor.** The Chair will keep a list of raised hands and make the best effort to call on members and staff in the order hands are raised.
- 7) **Limit Conversation.** Members are to be reminded that discussion on agenda items and public business are reserved for broadcast in public meetings and will take place when the assembly is on the record.
- 8) The **virtual dais should be treated like the physical dais**, and private discussions via text or electronic means between members or the public is not allowed per FNSBC 3.16.030F.

These protocols are to assist in the effective and efficient use of government resources for public meetings and will apply to assembly regular, special, work session, and committee meetings.

Your cooperation is greatly appreciated.

Mindy

APPROVED BY FNSB ASSEMBLY: JANUARY 28, 2021