

ARTICLE I – OFFICERS

1. The commission shall annually organize and elect a Chairperson and Vice-Chairperson at its first meeting in each calendar year. Members may serve as the Chairperson or Vice-Chairperson for no more than three consecutive years.
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 – MEMBERS

1. All members pledge to actively participate in the Commissions meetings and projects, even when those activities extend beyond the members' experience.
2. All members shall read and be familiar with Alaska Statute AS 39.52, *Executive Branch Ethics Act*.
3. Any member who will not be able to attend a scheduled meeting shall inform and provide the Chairperson, prior to said meeting, a status of Commission projects or previous meeting action items that member is responsible for completing.
4. The Chairperson will request, in writing, the Boards and Commissions office replace any member unexcused from missing more than three scheduled meetings during a calendar year.

ARTICLE III – BUSINESS

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.
3. All meetings of the Commission shall be open to the public, except that any item may be discussed in an executive session closed to the public when permitted by law.
4. A majority of the current membership shall constitute a quorum for commencement of business.

5. To the extent permitted by Alaska Statute, votes on Commission resolutions, recommendations and reports (Article IV) may be verbal, written or email reply when majority approvals are requested between scheduled meetings, or when a member is excused from a scheduled meeting.
6. Any member who has a substantial direct or indirect financial interest in any question being voted upon shall identify their interest but shall not be excused from voting hereon except with the concurrence of the majority of the other members present.
7. The agenda for each regular meeting of the Commission shall be prepared by the Chairperson with input from the members and shall be distributed to each member, and posted for the public, at least one week prior to the regular meeting.
8. The order of business at all meetings of the Commission shall be as follows; although the order of presentation may be changed at the discretion of the chairperson:
 - Opening Business
 - Committee Reports
 - Old/Unfinished Business
 - Briefings
 - New Business
 - Closing Matters
9. In all matters not covered by these rules, Roberts Rules of Order, Revised, shall govern.
10. Minutes shall be prepared for each scheduled meeting. The minutes shall be posted on the Commission's website only after they have been approved by vote at a scheduled meeting. The posted minutes shall include the list of action items reviewed at that meeting.
11. A copy of all written correspondence, including reports, email communications, etc., from any member to any person or persons not a member shall be provided to the Commission's Administrative Assistant for archiving.

ARTICLE IV – RESOLUTIONS, RECOMMENDATIONS & REPORTS

1. Resolutions made by the Commission require a majority vote of the current membership to pass. All approved resolutions shall be numbered consecutively within each year, and marked to reflect the date approved, and the degree of approval (e.g. unanimous, majority, etc.). A copy of all approved resolutions shall be provided to the Commission's Administrative Assistant for archiving.
2. Any member may, and is encouraged to introduce recommendations for consideration by the Commission. Approval of a recommendation by the Commission requires a majority vote of the current membership to pass. All approved recommendations shall be numbered consecutively within each year, and marked to reflect the date approved, and the degree of approval (e.g. unanimous, majority, etc.). A copy of all approved recommendations shall be provided to the Commission's Administrative Assistant for archiving.
3. All designated "policy recommendations" shall be submitted for consideration in a written form that includes (i) a brief statement (maximum two sentences) summarizing the specific recommendation and the organization to which it is being directed for implementation; (ii) a discussion of the background, rationale, and benefit of the recommendation; (iii) a definition of

the metrics the Commission will use to gauge the implementation and success of the recommendation; (iv) the Commission officer, committee or member who will be responsible for the policy recommendation; and (v) a schedule.

4. The Commission will review each policy recommendation within no more than three years after approval. At the time of review, the Commission may, by vote, re-approve, modify and re-approve, or let the subject policy recommendation expire.
5. All reports produced by the Commission shall be approved by a majority vote of the current membership to pass. A copy of all approved reports shall be provided to the Commission's Administrative Assistant for archiving.

ARTICLE V – CHANGES TO THE OF RULES OF PROCEDURE

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

v1 - Adopted:

January 11, 2007

v2 - Revised, Amended & Re-Adopted:

November 14, 2013