

**MUNICIPALITY OF SKAGWAY, ALASKA**  
**RESOLUTION NO. 22-39R**

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, PROVIDING A POLICY TO DIGITALLY RECORD ALL MEETINGS OF MUNICIPAL COMMITTEES, BOARDS, AND COMMISSIONS.**

**WHEREAS**, the public and elected officials cannot always attend committee, board, and commission meetings; and

**WHEREAS**, it is important that the public and elected officials have the opportunity to be familiar with discussions and actions taking place at the committee, board, and commission level; and

**WHEREAS**, public access to municipal meetings is important to a functioning, transparent municipal government;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Assembly of the Municipality of Skagway that the following policy is established:

- A. The chair or a designee of any municipal committee, board, or commission will make reasonable efforts to digitally record all municipal meetings. Barring any technical difficulties or human error, it is the intent of the Assembly that every public municipal meeting shall be digitally recorded.
- B. A recording device will be made available by the borough clerk for all meetings held in the Assembly chambers. Meetings held outside of the Assembly chambers may request recording equipment from the clerk.
- C. If staff is provided to clerk a municipal meeting, such staff member will strive to digitally record these public meetings in lieu of the chair.
- D. Following a municipal meeting, the chair or staff member responsible for digitally recording the public meeting will provide the digital file to the borough clerk, for the purpose of records retention and to upload the audio file to the municipal website within two business days of receipt of the file.
- E. This Resolution does not create an obligation of the Municipality to ensure that every municipal meeting is digitally recorded. It is the goal of the Assembly to make reasonable efforts toward having a digital recording of each public meeting. The Assembly recognizes that equipment could fail, the recorder could make an error in the recording effort, or the chair, committee members and staff may forget to engage the recording equipment. In the event that a digital recording of a municipal meeting is not created, each committee, board or commission will provide a verbal or written report of the meeting to the Assembly.

F. Upon approval of this policy, the borough clerk shall notify all boards, commissions, and committees of the implementation of this policy.

**BE IT FURTHER RESOLVED THAT** this resolution shall be effective immediately upon adoption.

**PASSED AND APPROVED** this \_\_\_ day of \_\_\_\_\_, 2022, by the Assembly of the Municipality of Skagway, Alaska.

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Andrew Cremata, Mayor

ATTEST:

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Steve Burnham Jr.  
Borough Clerk

(SEAL)