

Proposed by:	Mayor Cremata
Attorney Review:	05/15/2023
First Reading:	05/18/2023
Second Reading:	_____
Vote: ___ Aye	___ Nay ___ Absent

**MUNICIPALITY OF SKAGWAY, ALASKA  
ORDINANCE NO. 23-11**

**AN ORDINANCE OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING MUNICIPAL CODE TO ADD A SECRETARY TO THE SKAGWAY VISITOR ADVISORY BOARD**

**WHEREAS**, it is important to resolve conflicts in municipal code when a solution is identified, and;

**WHEREAS**, the Skagway Visitor Advisory Board is the only codified board that does not maintain a board member to perform secretarial duties, and;

**WHEREAS**, Robert’s Rules of Order requires that a secretary be maintained as an officer who makes a written record of what is done, known as “the minutes.”

**NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MUNICIPALITY OF SKAGWAY, ALASKA AS FOLLOWS:**

**Section 1. Classification.** Section 3 of this ordinance is of a general and permanent nature and shall become a part of the Skagway Municipal Code.

**Section 2. Purpose.** To amend SMC Chapter 3.14.045 Election of officers to add ‘secretary’ as an officer of the Skagway Visitor Advisory Board.

**Section 3. Amendment.** The Skagway Municipal Code is hereby amended; (~~strike through~~) indicates text to be deleted from and (**bold underscore**) indicates text added to the current code. SMC Chapter 3.14.045 Election of officers is hereby amended as follows:

3.14.045 Election of officers.

- A. The board shall elect annually a chair, ~~and~~ vice-chair, **and secretary** at its first meeting following the mayor’s appointment and the assembly’s confirmation of board members.
- B. The term of office for the chair, ~~and~~ vice-chair, **and secretary** shall be one (1) year; however, officers may serve more than one term.
- C. The chair shall preside over the board and shall have the right to vote.
- D. The vice-chair shall perform the duties of the chair in the absence or disability of the chair.
- E. **The secretary shall record the minutes of board meetings and shall keep attendance records and notify the mayor when vacancies occur.**

**Section 6. Severability.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 7. Effective Date.** This ordinance shall become effective immediately upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this \_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Andrew Cremata, Mayor

\_\_\_\_\_  
Steve Burnham Jr, Borough Clerk

(SEAL)