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| Proposed by:     | Administration |
| Attorney Review: | 12/19/2011     |
| First Reading:   | 12/16/2011     |
| Second Reading:  | 01/05/2012     |
| Vote: 6 Aye      | 0 Nay 0 Absent |

**MUNICIPALITY OF SKAGWAY, ALASKA**  
**ORDINANCE NO. 11-29**

**AN ORDINANCE OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING TITLE 3 ADMINISTRATION AND PERSONNEL BY AMENDING CHAPTER 3.10 MUSEUM BOARD.**

**WHEREAS**, the Municipality desires the establishment of a museum resource committee to provide knowledge, skills and expertise to the museum for particular projects or other purposes;

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

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

**Section 2. Purpose.** To amend Title 3, Administration and Personnel, by amending chapter 3.10 Museum Board for the purpose of establishing a museum resource committee.

**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. Title 3 Administration and Personnel Chapter 3.10 Museum Board is hereby amended as follows:

Chapter 3.10  
MUSEUM BOARD

Sections:

- 3.10.010 Establishment.
- 3.10.020 Appointment.
- 3.10.030 Term of office.
- 3.10.040 Officers.
- 3.10.050 Vacancies.
- 3.10.060 Quorum.
- 3.10.070 Meetings.
- 3.10.080 Record of meetings.
- 3.10.090 Staff support.
- 3.10.100 Resource committee establishment.**
- 3.10.110 Resource committee appointment.**

3.10.010 Establishment.

There is established a museum board for the municipality, ~~to perform the functions of acquiring, displaying and registering museum collections and making recommendations to the borough assembly on museum policy~~ **which shall serve in an advisory role to the borough assembly on matters of museum policy, including museum collections, acquisition, conservation, exhibition and education. The museum board may elicit assistance of a museum resource committee on an ad hoc basis.** The museum board shall consist of five (5) members **from the community.**

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3.10.020 Appointment.

Members of the museum board shall be appointed by the mayor and confirmed by the borough assembly. When filling a subsequent vacancy ~~the~~ the mayor shall consider, but is not limited to, candidates on a list of prospective members submitted to him to the mayor by the museum board. ~~Museum board members shall not be eligible for appointment as museum curator.~~ A borough assembly member shall serve as the ex officio member of the board, may attend all meetings and have the privilege of the floor, but shall have no vote.

3.10.030 Term of office.

- A. Members shall be appointed for a term of three (3) years however; a board member serves until a successor takes office. The term of office begins in October.
- B. The terms shall be staggered so that members shall be appointed each year. Terms shall be first established by drawing, 2 for one (1) year terms, 2 for two (2) year terms and ~~3~~ one for a three (3) year terms.
- C. Appointments to fill vacancies shall be for the unexpired term only.

3.10.040 Officers.

- A. The museum board shall elect annually a chair, 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, vice-chair and secretary shall be one (1) year; however, officers may serve more than one term.
- C. The chair shall preside over the museum 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.

3.10.050 Vacancies.

- A. A vacancy shall be declared and filled as above provided, when a member:
  - 1. Submits his/her resignation and the resignation is accepted by the mayor;
  - 2. Is physically or mentally unable to attend board meetings for a period of more than ninety (90) days, unless excused by the board;
  - 3. Is convicted of a felony while serving on the board; or
  - 4. Any board member may be removed with written notice by the mayor, subject to confirmation by the borough assembly or by a majority vote of the assembly, at any time regardless of whether that person's term on the board has expired.

3.10.060 Quorum.

Three (3) members constitute a quorum. Actions of the board are adopted by three (3) affirmative votes. The final vote on each action must be by a recorded roll call vote. Each member present shall vote on every question, unless required by law to abstain from voting on a question.

3.10.070 Meetings.

~~The board shall meet quarterly, at a regularly established time, determined by the board.~~  
**There shall be one (1) annual meeting per year, at a date and location in Skagway to be**

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determined by the board. Additional meetings may be called at the discretion of the chair ~~chair~~ museum director/curator, or shall be called at the request of three (3) board members.

3.10.080 Record of meetings.

Meetings shall be public and minutes shall be kept. Minutes and records shall be filed with the borough clerk and retained as public records.

3.10.090 Staff support.

The museum director/curator shall serve as staff support to the museum board.

**3.10.100 Resource committee establishment.**

A museum Resource Committee may be formed to assist the museum and the museum board on an as-needed, ad hoc basis. Members of a resource committee provide knowledge, skills, or expertise to the museum for a particular project or purpose. The ad hoc museum resource committee shall consist of no more than seven (7) members from within or from outside the community. The ad hoc resource committee will assist the museum for a six (6) month period. If the need for assistance still exists at the end of six (6) months, the borough manager or borough manager designee shall have the final jurisdiction for reauthorization of another six (6) month period.

**3.10.110 Resource committee appointment.**

Up to seven (7) members may be appointed to the resource committee by the museum director/curator, subject to confirmation by the borough manager, or borough manager designee. The term of any member shall be six (6) months.

**Section 4. 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 5. 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 5<sup>th</sup> day of January, 2012.

  
\_\_\_\_\_  
Stan Selmer, Mayor

ATTEST:

  
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Emily A. Deach, Borough Clerk

(SEAL)

