Service Area
Meetings & Minutes

Division of Rural Services
Public Meetings are an integral part of the Service Area structure and ensure that the public is informed of the Commission’s decisions.
• Service Area Commissions are required to follow the Open Meetings Act as well as the Fairbanks North Star Borough Boards and Commission Policy NO. 01.05

• The State of Alaska’s Open Meetings Act (AS 44.62.310-.312) requires that all meetings of a public entity’s governing body be open to the public and that the body provide reasonable notice of its meetings. The OPM is intended to ensure that decisions made and actions taken are public knowledge and represent the will of the public that the governing body serves.

• FNSB Policy NO. 01.05 serves to provide a streamlined process throughout the Borough’s many Boards and Commissions. The purpose of this policy is to:
  • Ensure fully informed decision-making and transparency in borough government.
  • Provide clear guidelines, uniform procedures and responsibilities.
What Constitutes a Meeting?

• Any gathering in which a majority of a body is present and where members consider any matter in which they are empowered to act.
• A meeting can be formal or informal; regular or special; or a work session
• Does NOT have to be prearranged to qualify
• Any social gathering where business is conducted or members collectively consider a matter over which they have authority
Service Area Meetings & Minutes

Meeting Requirements

Commissions are required to hold 2 public meetings a year to discuss service area business and finances.

Meetings MUST be published/advertised to be considered a legal meeting.

A quorum of commissioners must be present. Voting is done by present commissioners. Alternate Commissioners only vote in the absence of a regular commissioner.

Minutes must be taken and submitted to Rural Services. If no minutes are received, the meeting does not count.
Give the public a reasonable opportunity to attend

Be public, timely and reasonably informative

Maintain a consistent method of notice for all meetings

Be published or advertised in a newspaper, radio station or posted
Meeting Request

Requesting a public service area meeting is accomplished by submitting the Service Area Public Meeting Request Form.

Ensure that the top portion of the form is filled out in its entirety, as this information informs the public when and where the meeting will take place.

If an agenda is not attached, agenda items must be selected from the options listed, or indicated in the “Other” section. Regular agenda items are recommended for every public meeting.

Submittal and publishing deadlines are outlined on the bottom of the request and should be referenced when choosing a meeting date.
FNSB Policy No. 01.05 provides a uniform template for both agendas and minutes for all boards and commissions managed by the borough
At this time, Rural Services does not require commissions to submit a formal agenda with meeting requests. However, because policy requires a uniform agenda template for all Borough commissions, Rural Services staff will create an agenda using the approved template. This agenda will be given to the commission chair and will be published in the Newsminer.
Service Area Meetings & Minutes

Minutes Template

FNSB Policy No. 01.05 provides a template for meeting minutes. The template is available in word format which allows for commissioners to simply fill in the blanks as appropriate for their meeting agenda.

The template is available on the Rural Services web page or can be sent via email upon request.

All meeting minutes should be submitted with this template.
Meeting Records

• Any legal public meeting that was held must be accompanied with minutes
• All minutes must be submitted to Rural Services
• The borough Clerks office is the official record keepers for minutes
• If an advertised meeting has taken place and Rural Services does not receive minutes, *the meeting is not considered legal.*
SUMMARY

• Open Meetings Act & FNSB Policy 01.05

• Meetings must be advertised and agenda submitted

• Quorum must be present during meeting

• Minutes submitted to Rural Services

www.fnsb.gov/228/Rural-Services