




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Sara Peterson, Municipal Clerk

Date: April 1, 2026

Subject: Robert's Rules of Order – To Postpone To A Certain Time

Background

The City and Borough of Sitka Assembly adopted Robert's Rules of Order as its guide for meetings, as required by SGC 2.05.160. Under Robert's Rules, when the Assembly votes to postpone an item, it may only be postponed to the next regular meeting unless the Assembly has adopted a rule allowing otherwise.

In practice, the Assembly has at times needed additional time beyond one meeting to discuss an issue or gather more information before making a decision. This ordinance formalizes that practice by providing a clear process for postponing action on an item when appropriate.

Analysis

This ordinance adds a new section to the Sitka General Code allowing the Assembly to postpone a pending question or agenda item beyond the next regular meeting to a definite day, meeting, hour, or until after a specified event. This codifies existing practice and provides a clear rule for Assembly members, staff, and the public to follow.

Without a specific rule permitting longer postponements, a motion to postpone a matter beyond the next regular meeting would be out of order under the Assembly's parliamentary authority. This ordinance removes that limitation and gives the Assembly clear authority to allow additional time when needed to make a well-informed decision.

Fiscal Note

This ordinance has no fiscal impact.

Recommendation

Approve this ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 2 "ADMINISTRATION AND PERSONNEL", CHAPTER 2.05 "CITY AND BOROUGH ASSEMBLY" OF THE SITKA GENERAL CODE BY ADDING SECTION 2.05.165 "TO POSTPONE TO A CERTAIN TIME"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to establish a rule of the Assembly permitting agenda items to be postponed to a time beyond the next regular meeting. The City and Borough of Sitka Assembly has adopted Robert's Rules of Order as its parliamentary authority pursuant to SGC 2.05.160. Under Robert's Rules of Order, the motion "to postpone to a certain time" does not permit postponement of a matter beyond the next regular meeting unless the body's governing rules otherwise provide.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 2, entitled "Administration and Personnel", Chapter 2.05, entitled "City and Borough Assembly", be amended by adding new Section 2.05.165, entitled "To postpone to a certain time" to read as follows (deleted language stricken, new language underlined):

Title 2
ADMINISTRATION AND PERSONNEL

Chapter 2.05
CITY AND BOROUGH ASSEMBLY

Sections:

- 2.05.160 Adoption of Robert's Rules of Order.
2.05.165 To postpone to a certain time.

2.05.165 To postpone to a certain time.

The motion "to postpone to a certain time" is the motion by which action on a pending question or agenda item can be deferred beyond the next meeting to a definite day, meeting or hour, or until after a certain event.

5. EFFECTIVE DATE. This ordinance shall become effective immediately after passage.

55 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
56 Sitka, Alaska, this 28th day of April, 2026.

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Steven Eisenbeisz, Mayor

61 ATTEST:

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64 Sara Peterson, MMC

65 Municipal Clerk

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67 1st reading: 4/14/2026

68 2nd and final reading: 4/28/2026

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70 Sponsor: Administrator

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