

**Office of the City Clerk  
City of Ketchikan, Alaska**

**Kim Stanker, City Clerk  
Taylor Lee, Deputy City Clerk**

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To: Mayor and City Council

From: Kim Stanker, City Clerk

Date: April 4, 2023

Subject: Request to Add “Pass” to Council Rules of Procedures

Councilmember Bradberry reached out to the Clerk’s office regarding the Council employing “pass” while voting.

Per Robert’s Rules of Order, “If he/she is not ready to vote, but wishes to be called on again after the roll has been completely called, they answer *pass*. At the conclusion of the roll call, the names of those who failed to answer can be called again...”

The Clerk’s office is looking for concurrence from the Council to add to the Council’s Rules of Procedures the option for Councilmembers to pass during a vote.