



**THE STATE OF ALASKA**  
**MIKE DUNLEAVY**  
**GOVERNOR**

**Boards and Commissions**

Office of the Governor

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Anchorage, Alaska 99501  
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**Legislative Confirmation Process**

*When a board or commission is at the head of a principal department or a regulatory or quasi-judicial agency, its members shall be appointed by the governor, subject to confirmation by a majority of the members of the legislature in joint session, and may be removed as provided by law. They shall be citizens of the United States....*

*(Alaska Constitution Art. III, Sec. 26)*

As a member of this board, your seat is subject to Legislative confirmation. As part of our Constitution's checks and balances, your appointment by the Governor requires Legislative approval. Legislative confirmations are only required once per term of appointment.

**What is the typical process for Legislative confirmation?**

**Transmittal:**

The Governor will transmit your name to the Legislature, along with your resume or application that you submitted.

**Committee Referral:**

Your name will be referred to at least one House and one Senate Committee for review. Typically, names are referred to committees based on which board the appointee is serving on. However, it is at the discretion of the presiding officer of each body to decide where each appointee is referred.

**Confirmation Hearing:**

Once the committee(s) has received an appointee, the Chair will set up a confirmation hearing. A Legislative staffer will contact you to coordinate with your schedule. The Boards and Commission staff will be in touch with additional information once they are made aware that your hearing is on the calendar.

This hearing is normally held telephonically and resembles a public interview. It usually takes no more than 5-10 minutes. You are allowed a short opening statement followed by questions from Legislators, public testimony, and your closing statement. You can expect general questions about your background, work experience, why you want to serve, etc. Once you have completed your call into the committee (or your appearance, if in person), you are free to hang up (leave the room) and carry on about your day.

I highly recommend that you write out a short paragraph for your opening statement. Closing statements are not required and you may simply choose to state on the record, "thank you for your consideration. I appreciate your support." I am happy to provide feedback for any prepared statement you have.

Some Chairs choose not to schedule a hearing for specific appointees. This is ok as there is nothing in the Constitution or Statute requiring a hearing. The hearings provide a public platform for Legislators to get to know appointees.

It is strongly recommended that, at a minimum, you reach out to the members of each committee you have been referred to. You may send them an email with your resume and/or set up a phone/in-person meeting. The most important part is to let them know you are available to answer any questions.

### **Joint Session:**

At the end of the Legislative session (middle of April to beginning of May), the House and the Senate members will convene in joint session. The sole item on the agenda is confirmation of the Governor's appointees. Each name is read aloud and voted on. In order to pass confirmation, an appointee needs 31 of 60 votes regardless of any absences from the session. If, for some reason, an appointee's confirmation fails to obtain 31 votes, they are no longer able to serve on that board, effective immediately.

Joint session can be long and there is no opportunity for public participation. You are not required to attend but are welcome to watch the live stream. The Boards and Commission Director will communicate with you the results of your confirmation via email and/or phone.

### **In Person Hearing Guidelines:**

**Arrive early.** It is best to arrive a few minutes before your scheduled time. This allows you time to connect with the committee aide.

**Dress appropriately.** Please dress in business professional as the Legislature is a formal environment.

**Wait to take the presenter's seat.** There is only one table, and other items may be on the agenda before the committee, so it is important for you to follow the directions of the Chair. He or she will direct you to come forward. Until then, remain in the public audience area.

### **Off-Net Hearing Guidelines:**

**If possible, use a Legislative Information Office (LIO).** The LIOs are regional offices throughout the state that are equipped with direct communication to the committee rooms in Juneau. The use of LIOs enables the few telephone lines (off-net) to remain available for communities that lack an LIO. With a direct connection, the LIO audio is high quality, which provides for a smooth hearing and accurate recording for the secretary.

**Call in only five minutes early.** The Legislative staff who called to schedule your hearing should have given you a phone number to call. The number you are to use is based on your location, so please let the aide know where you will be on the day of your hearing in order to receive the appropriate number. When you call in, ask to be connected to the committee that will be conducting the hearing. Due to the limited amount of off-net lines, if you call in too early, the LIO moderator may ask you to call back closer to your scheduled time.

**Limit background noise.** If you are testifying off-net, it is critical that the recording secretary, legislators, and the public all hear and understand you. Background noise interferes with the quality of the audio, especially when it is broadcasted over the speakers. It is best to use your mute button while waiting to be called on and to eliminate background noise. If you don't have one, inform the LIO moderator to mute your call. If the sound quality is exceptionally poor, the Chair may ask you to reschedule. Remember that **everything** transmitted over your phone will be broadcast directly into the meeting room and recorded to become part of the permanent record. This is another reason to use an LIO whenever possible.

**Hang up when done.** Do not use the hold function or continue listening to the hearing on the line. Remember, there are a limited number of phone lines to the Capitol. These lines are reserved ONLY for testifiers/presenters.

**Follow the live stream.** It is recommended that you follow the live stream of the hearing in case the committee is early or late on their agenda. This will give you the ability to be connected to the correct committee on time. In order to listen to the live stream, tune into [Gavel Alaska](#), [AK TV](#), or your local [360North](#) station. Again, the off-net system is designed for those who have no other means to testify. The LIO moderator may disconnect you from your meeting if you call in too early or fail to hang up when finished.

**Presenter Guidelines:**

If you cannot participate in your scheduled hearing for any reason, it is critical that you notify our office by calling 907-269-0006 and communicate with the appropriate committee aide.

**Speak through the Chair.** Proper parliamentary procedure in the Legislature is that the committee conducts its business through the Chair. While Boards and Commissions follow Robert’s Rules of Order, the Legislature follows Mason’s Manual. This means that all members of the committee and the presenter do not speak to each other unless allowed by the Chair. If a member wishes to speak, after being acknowledged by the Chair, the member will begin with “through the Chair” or “thank you mister Chair.” Likewise, if you responded to a comment or question, you would say, “through the Chair, Senator Smith...”

**Identify yourself.** After the Chair calls on you, clearly state your first and last name and what seat you have been appointed to. If directed to, proceed with your opening statement.

**Time.** Adhere to time limits imposed by the Chair.

**Speak clearly and slowly.** It is normal and ok to be nervous. Legislators understand that the average appointee is not used to the spot light. Be conscious of the speed at which you speak and avoid using acronyms.

**Be courteous.** Remember that everything that you say is recorded in perpetuity. Please show respect for the Legislative process and others during your hearing. Never interrupt another speaker. If you don’t understand a question, ask for clarification. Professionalism and civility are important. Your behavior during the process will have a direct impact on how the Legislators will vote on your appointment during joint session.