



City of Arts & Innovation

Commission of the Deaf Memorandum

TO: COMMISSION OF THE DEAF **DATE: NOVEMBER 8, 2023**

FROM: CITY MANAGER'S OFFICE **WARDS: ALL**

**SUBJECT: EXCUSE COMMISSIONER ABSENCE FROM THE OCTOBER 11, 2023
REGULAR MEETING**

ISSUE:

Consider recording Commissioner absence from the Commission of the Deaf regular meeting on October 11, 2023 regular meeting as excused.

RECOMMENDATIONS:

That the Commission of the Deaf:

1. Record the absence of Commissioner Friend from the October 11, 2023 regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Commission Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Commission is required to express in its official minutes if the absence of the Commissioner is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

DISCUSSION:

Commissioner Friend was unable to attend the October 11, 2023 Commission of the Deaf meeting. The Commissioner notified staff of her planned absence more than 24 hours in advance of the September regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, HR Director