



# Commission on Aging

*City of Arts & Innovation*

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**TO: COMMISSION ON AGING** **DATE: NOVEMBER 18, 2024**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICE DEPARTMENT**

**SUBJECT: RECORD THE ABSENCE OF VICE-CHAIR ROBERTS FROM THE OCTOBER 21, 2024 MEETING AS EXCUSED.**

## **ISSUE:**

Record the absence of Vice-Chair Roberts from the October 21, 2024, meeting as excused.

## **RECOMMENDATIONS:**

That the Commission on Aging record the absence of Vice-Chair Roberts from the October 21, 2024, meeting as excused.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

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:**

Staff received advanced notification from Vice-Chair Roberts regarding absence from the October 21, 2024, scheduled meeting.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Marnie Smith, Recreation Services Coordinator  
Approved by: Pamela Galera, Parks, Recreation and Community Services Director