



*City of Arts & Innovation*

# Committee Memorandum

**TO:** **MAYOR'S NOMINATING AND SCREENING COMMITTEE** **DATE:** **OCTOBER 6, 2020**

**FROM:** **CITY CLERK** **WARDS:** **ALL**

**SUBJECT:** **BOARD/COMMISSION ATTENDANCE POLICY REVIEW**

**ISSUE:**

Review and offer recommendations to City Council on board/commission attendance policy.

**RECOMMENDATION:**

That the Committee review and offer recommendations to City Council on board/commission attendance policy.

**BACKGROUND:**

On November 5, 2019, the City Council discussed reoccurring absenteeism on City boards and commissions at times resulting in cancellation of meetings due to lack of a quorum. The City Council unanimously referred the attendance policy to the Mayor's Nominating and Screening Committee for review.

Charter Section 805 and Section XIV of the City Council Rules of Procedure and Order of Business set forth the board and commission attendance policy as follows:

- D. *Board/commission 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. If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.*
- E. *The City Clerk shall provide quarterly attendance reports to the Mayor and City Council.*
- F. *The City Clerk shall notify the Mayor for Citywide seats and the appropriate Councilmember for Ward specific seats for direction to be taken in the event of either of the following conditions: (a) a board/commission member is absent unexcused from three consecutive regular meetings of the board/commission; or (b) a board/commission member is absent,*

*whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year.*

This report originally published with the March 31, 2020, Mayor's Nominating and Screening Committee agenda, however, that meeting was cancelled due to COVID-19.

**FISCAL IMPACT:**

There is no fiscal impact associated with the attendance policy. Costs for tracking attendance and other board and commission support are included in the annual Budget.

Prepared by: Colleen J. Nicol, City Clerk  
Approved as to form: Gary G. Geuss, City Attorney