



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 8, 2020
FROM: CITY CLERK WARDS: ALL
SUBJECT: BOARD/COMMISSION ATTENDANCE POLICY REVIEW

ISSUE:

Receive and file the Mayor's Nominating and Screening Committee report on the board/commission attendance policy and virtual meeting participation survey.

COMMITTEE RECOMMENDATION:

That the City Council receive and file the Mayor's Nominating and Screening Committee report on the board/commission attendance policy and virtual meeting participation survey.

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.

The Mayor's Nominating and Screening Committee met on October 6, 2020, with Mayor Bailey and Councilmembers Melendrez, Fierro, and Conder present, unanimously requested staff to (1) conduct a survey to gather feedback from board/commission members if they prefer virtual meetings and if virtual meetings affect absenteeism; and (2) forward the board/commission attendance policy and survey results to the City Council.

The survey included four queries:

- Please indicate board/commission you are currently serving on
- Have you participated in a Teams virtual board/commission meeting during COVID?
- Do you prefer virtual or in person board/commission meetings?
- Do virtual meetings increase your attendance at a greater number of meetings?

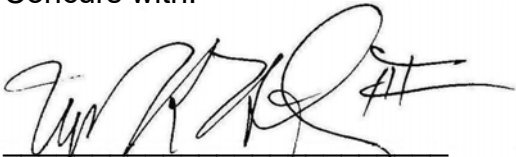
Seventy-five members responded representing 48.7% of the total number of seats on all boards/commissions. The attached results show that 88% of respondents have participated in a Teams meeting; 48% prefer in person meetings, 25% prefer virtual, and 26.6% have no preference; and 70% report virtual meetings have not increased their attendance.

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: Kristi J. Smith, Interim City Attorney

Concurs with:



WILLIAM R. BAILEY, III, Chair
Mayor's Nominating and Screening Committee

Attachment: Survey Results