Guidelines Governing Attendance of the Budget Engagement Commissioners
(Updated 1/2024)

Budget Engagement Commission Bylaws
Article XI – Attendance Guidelines

> In the event that any member of the Commission is absent without excusal by a vote of the Commission for three (3) consecutive meetings, or absent, regardless of excuse, for more than one-third (1/3) of the meetings in a calendar year the City Council shall review the Commissioner's status.

Riverside Resolution No. 24076
Section XIV – Boards, Commissions, and Committees

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.