



# BOARD OF ETHICS

*City of Arts & Innovation*

TO: BOARD OF ETHICS MEMBERS DATE: AUGUST 4, 2022

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: CONSIDER WHETHER ABSENCES OF MEMBERS DE HERRERA, NEWMAN, AND VEGA FROM JULY 7, 2022 MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCES

## **ISSUE:**

Determine whether the absences of Members De Herrera, Newman, and Vega on July 7, 2022, should be recorded as excused or unexcused absences.

## **RECOMMENDATIONS:**

That the Board of Ethics:

1. Determine the absences of Members De Herrera, Newman, and Vega from the Board of Ethics meeting on July 7, 2022, be excused.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board 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 Board is required to express in its official minutes if the absence of the Board Member 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:**

During the meeting of July 7, 2022, six (6) Board members were present and three (3) Board member were absent. The Board of Ethics is a nine (9) seat member body, and five (5) members must be present to call the meeting to order.

Staff was advised in advance that Members De Herrera, Newman, and Vega were unable to attend the meeting of July 7, 2022.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Christiana Kalawa, Deputy City Clerk

Approved by: Donesia Gause, City Clerk

Approved as to form: Phaedra A. Norton, City Attorney