



Human Relations Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: SEPTEMBER 22, 2022**
FROM: CITY CLERK'S OFFICE **WARDS: ALL**
SUBJECT: CONSIDER WHETHER ABSENCES OF VICE CHAIR MOTLEY-KANATZAR AND COMMISSIONER SHIRLEY FROM AUGUST 25, 2022, MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCES

ISSUE:

Determine whether the absences of Vice Chair Motley-Kanatzar and Commissioner Shirley on August 25, 2022, meeting should be recorded as excused or unexcused absences.

RECOMMENDATION:

That the Human Relations Commission determine the absences of Vice Chair Motley-Kanatzar and Commissioner Shirley from the Human Relations Commission meeting on August 25, 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:

Vice Chair Motley-Kanatzar and Commissioner Shirley were not present at the Commission meeting on August 25, 2022. Staff did not receive advanced notification regarding their absences.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Diana Alegria, Deputy City Clerk