Community Police Review Commission

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: SEPTEMBER 28, 2022**

FROM: **CITY MANAGER'S OFFICE** **WARDS: ALL**

SUBJECT: **DETERMINE WHETHER THE ABSENCE OF VICE CHAIR BERRELLEZ FROM THE AUGUST 24, 2022 REGULAR MEETING BE RECORDED AS EXCUSED**

ISSUE:

Determine whether the absence of Vice Chair Norma Berrellez from the August 24, 2022, regular meeting should be recorded as excused.

RECOMMENDATION:

That the Community Police Review Commission determine whether the absence of Vice Chair Norma Berrellez from the August 24, 2022, regular meeting should be recorded as 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:

Staff was notified on August 21, 2022, that Vice Chair Berrellez would not attend the August 24, 2022 meeting due to a funeral.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Megan Stoye, CPRC Manager