BOARD OF ETHICS

City of Arts & Innovation

TO: **BOARD OF ETHICS MEMBERS** **DATE: OCTOBER 6, 2022**

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

SUBJECT: **CONSIDER WHETHER ABSENCES OF VICE CHAIR KEEN, MEMBERS DE HERRERA, AND FOREMAN FROM AUGUST 4, 2022 MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCES**

ISSUE:

Determine whether the absences of Vice Chair Keen, Members De Herrera, and Foreman on August 4, 2022, should be recorded as excused or unexcused absences.

RECOMMENDATIONS:

That the Board of Ethics:

1. Determine the absences of Vice Chair Keen, Members De Herrera, and Foreman from the Board of Ethics meeting on August 4, 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 August 4, 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 Vice Chair Keen, Members De Herrera, and Foreman were unable to attend the meeting of August 4, 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