



# BOARD OF ETHICS

*City of Arts & Innovation*

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**TO: BOARD OF ETHICS MEMBERS** **DATE: MAY 4, 2023**

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

**SUBJECT: CONSIDER WHETHER ABSENCE OF MEMBER DEHERRERA FROM APRIL 6, 2023, MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether the absence of Member DeHerrera on April 6, 2023, should be recorded as excused or unexcused absence.

**RECOMMENDATIONS:**

That the Board of Ethics:

1. Determine the absence of Member DeHerrera from the Board of Ethics meeting on April 6, 2023, be excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23975, 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 April 6, 2023, five (5) Board members were present and three (3) Board members 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 Member DeHerrera was unable to attend the meeting of April 6, 2023.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Christiana Kalawa, Deputy City Clerk  
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Approved as to form: Phaedra A. Norton, City Attorney