



City of Arts & Innovation

Commission of the Deaf Memorandum

TO: COMMISSION OF THE DEAF **DATE: MAY 10, 2023**
FROM: CITY MANAGER'S OFFICE **WARDS: ALL**
SUBJECT: BOARD/COMMISSION ATTENDANCE POLICY – RESOLUTION NO. 23976

ISSUE:

Consider receiving the Board/Commission Attendance Policy – Resolution No. 23976.

RECOMMENDATION:

That the Commission of the Deaf receive the Board/Commission Attendance Policy – Resolution No. 23976.

BACKGROUND:

Pursuant to Resolution No. 23976 “Establishing Rules of Procedure and Order of Business,” Section XIV details the responsibility of board and commission members of the City for attendance at meetings. It states that the member shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member’s inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

If a board or commission member absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.

The City Clerk shall provide quarterly attendance reports to the Mayor and City Council.

The City Clerk shall notify the Mayor or appropriate Councilmember for Ward-specific seats in the event a board or commission member is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in a calendar year.

DISCUSSION:

To ensure effective operation of the Commission of the Deaf, all Commission Members are requested to provide sufficient notification to the Commission Chair or City staff assigned to support the Commission, in accordance with this policy. This matter is being presented to all boards and commissions to ensure common practices of each body adhere to the City Council-approved policy.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Approved by: Lee Withers, Principal Management Analyst

Attachments: Resolution No. 23976