



# Park and Recreation Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: FEBRUARY 8, 2016**  
**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**  
**SUBJECT: BOARD AND COMMISSION ATTENDANCE POLICY**

**ISSUE:**

To review the existing Board and Commission Attendance Policy.

**RECOMMENDATION:**

That the Commission review the existing Board and Commission Attendance Policy, and incorporate it into the Commission's rules.

**BACKGROUND:**

On May 6, 2014, the City Council approved the recommendation from the Governmental Affairs Committee to amend the Board and Commission Attendance Policy. The policy states that Board and Commission members should provide 24 hours advance notice in the event of an absence and that the Board and Commission may exercise its discretion to excuse absences. Further, the policy provides that a Board and Commission member's term may be vacated in the event of three unexcused absences from regular meetings or absences (excused or unexcused) for more than one-third of the regular meetings held in a calendar year. Including this policy in the Commission's rules is the best way to inform current and prospective members of this attendance policy.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
Approved by: Rina Gonzalez, Deputy City Attorney  
Approved by: Alexander T. Nguyen, Assistant City Manager

Attachments: May 6, 2014 City Council Report  
May 6, 2014 City Council Minutes  
Riverside City Charter Article VIII