



*City of Arts & Innovation*

# Commission on Disabilities Memorandum

TO: COMMISSION ON DISABILITIES DATE: JANUARY 9, 2017  
FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL  
SUBJECT: REVISED BOARD AND COMMISSION ATTENDANCE POLICY AND REMOVAL  
PROCESS AS REQUIRED BY THE CITY COUNCIL

## **ISSUE:**

Receive and file the revised board and commission attendance policy and removal process as required by the City Council on July 26, 2016.

## **RECOMMENDATIONS:**

That the Commission on Disabilities receive and file the revised board and commission attendance policy as required by the City Council on July 26, 2016.

## **BACKGROUND:**

The City Council updated the board/commission attendance policy on May 6, 2016, to read:

"Board /commission members 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. The term of any member of the board /commission shall expire and the position vacated subject to either of the following conditions: (a) he or she is absent unexcused from three consecutive regular meetings of the board /commission; or (b) he or she is absent, whether excused or unexcused, from more than one -third of the regularly scheduled meetings in any calendar year."

Charter Section 805 provides, " If a member of a board or commission 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."

At their meetings of April 6 and May 4, 2016, the Governmental Affairs Committee unanimously recommended that the board and commission attendance policy be codified into the City Council Rules of Procedure and Order of Business; that the City Clerk continue quarterly attendance reports to the Mayor and City Council; and, in lieu of immediate vacation of the seat, refer

violations of the attendance policy to the appropriate Councilmember for Ward specific seats and to the Mayor for Citywide appointments for direction on action to be taken.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Submitted by: Monique Gordon, ADA Coordinator

Approved by: Carl Carey, General Services Director

Approved by: Marianna Marysheva, Assistant City Manager

Attachment: July 26, 2016 City Council Memorandum (pages 1-5 only)