



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: JANUARY 23, 2017**

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: INCORPORATE EXCUSED ABSENCES IN AGENDA PER BOARDS AND COMMISSIONS ATTENDANCE AND APPOINTMENT POLICY

ISSUES:

Receive information regarding of the Boards and Commissions attendance and appointment policy and to incorporate excused absences in the agenda and official minutes.

RECOMMENDATION:

That the Board of Library Trustees incorporate excused absences in the agenda and official minutes according to Board/Commission Attendance Policy Resolution No. 23035 Section XIV.

BACKGROUND:

The Governmental Affairs Committee met on April 6 and May 4, 2016, and unanimously approved to repeal the outdated Resolution No. 16190 and to codify the role of the Mayor's Nominating and Screening Committee in the City Council Rules of Procedure and Order of Business.

On May 6, 2014, the City Council updated the board/commission attendance policy on May 6, 2014, 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."

The first full year attendance report prompted clarification from the City Council on the attendance policy for calculation of "regular meetings" and the impact of cancelled meetings due to lack of a quorum. Charter Section 805 further provides, "If a member of a board or commission absents himself/herself from three consecutive regular meetings such board or commission, unless by permission of such board or commission expressed in its official minutes, or is

convicted of a crime or moral turpitude, or ceases to be a qualified elected of the City, the office shall become vacant and shall be so declared by the City Council.”

On 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.

DISCUSSION:

On July 26, 2016, the City Council unanimously adopted Resolution No. 23035 to codify into the City Council Rules of Procedure and Order of Business (Attachment 1):

1. The role of the Mayor’s Nominating and Screening Committee;
2. The general topic area assignments (Attachment 2) for staff initiated reports to City Council Standing Committees;
3. The matching of boards and commissions with City Council Standing Committees for referral of agenda items (Attachment 3);
4. That members of the City Council forward nominations for Ward-specific board and commission seats directly to the City Council, except those subject to interview by the Mayor and City Council;
5. That the Mayor forward nominations for Citywide board and commission seats directly to the City Council, except those subject to interview by the Mayor and City Council;
6. That the Mayor’s Nominating and Screening Committee continue the practice of reviewing applications for Community Police Review Commission, Board of Ethics, Planning Commission, and Board of Public Utilities to select those for interview with the Mayor and all members of the City Council able to identify additional applicants for interview;
7. The board and commission revised attendance policy (Attachment 4); and
8. That the City Clerk continue to provide quarterly attendance reports to the Mayor and City Council.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Tonya Kennon, Library Director
Approved by: Alexander T. Nguyen, Assistant City Manager

Attachments:

1. Resolution No. 23035
2. Standing Committee Referral Guidelines – Staff
3. Standing Committee Referral Guidelines – Boards and Commissions
4. Attendance Policy