Human Relations Commission Memorandum

TO: **HONORABLE COMMISSIONERS** **DATE: MAY 28, 2026**

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

SUBJECT: **RECORD THE ABSENCE OF CHAIR GALBRAITH FROM THE APRIL 23, 2026, HUMAN RELATIONS COMMISSION MEETING AS EXCUSED.**

ISSUE:

Record the absence of Chair Galbraith from the April 23, 2026, Human Relations Commission meeting as excused.

RECOMMENDATION:

That the Human Relations Commission record the absence of Chair Galbraith from the April 23, 2026, Human Relations Commission meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 24318, 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:

Staff received notification, 24 hours in advance, that Chair Galbraith would not attend the April 23, 2026, regular meeting of the Human Relations Commission.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Gallegos, Principal Management Analyst