



# BOARD OF ETHICS

*City of Arts & Innovation*

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**TO: BOARD OF ETHICS MEMBERS** **DATE: JUNE 6, 2024**

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

**SUBJECT: CONSIDER WHETHER ABSENCE OF MEMBER HILL-SKINNER FROM MAY 2, 2024, MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether the absence of Member Hill-Skiner on May 2, 2024, should be recorded as excused or unexcused absence.

**RECOMMENDATIONS:**

That the Board of Ethics:

1. Determine the absence of Member Hill-Skiner from the Board of Ethics meeting on May 2, 2024, be excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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:**

During the meeting of May 2, 2024, six (6) Board members were present, one (1) Board member was absent, and the Board has two (2) vacancies. The Board of Ethics is a nine (9) seat member body, and five (5) members must be present to call the meeting to order.

Staff did not receive 24-hour notification that Member Hill-Skiner will not be able to attend the meeting on May 2, 2024.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Christiana Kalawa, Deputy City Clerk

Approved by: Donesia Gause, City Clerk

Approved as to form: Phaedra A. Norton, City Attorney