



Human Resources Board Memorandum

City of Arts & Innovation

TO: Human Resources Board

DATE: July 7, 2025

FROM: Human Resources Department

WARDS: ALL

**SUBJECT: RECEIVE AND FILE THE BOARD/COMMISSION ATTENDANCE POLICY -
RESOLUTION NO. 23618**

ISSUE:

Receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

RECOMMENDATION:

That the Human Resources Board receive and file the Board/Commission Attendance Policy - Resolution No. 23618.

BACKGROUND

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board 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.

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 cease to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council.

The City Clerk shall notify the Mayor or appropriate Councilmember for Ward specific seats in the event a board or commission member is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in a calendar year.

DISCUSSION:

To ensure effective operation of the Human Resources Board, all Board Members are requested to provide sufficient notification to the Board Chair and Board Secretary at least 24 hours prior to the scheduled Board meeting.

STRATEGIC PLAN ALIGNMENT:

The review of Attendance Policy Resolution No. 23618 aligns with Strategic Priority No. 2 – Community Well-Being and Goal No. 2.5 – Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

This item aligns with each of the five Cross-Cutting Threads as described below:

1. **Community Trust** – The review of Attendance Policy Resolution No. 23618 is being provided at a public meeting of the Human Resources Board.
2. **Equity** – The Human Resources Board review of Attendance Policy Resolution No. 23618 is available to all residents and can be viewed both in person and virtually.
3. **Fiscal Responsibility** - The review of Attendance Policy Resolution No. 23618 has no impact on City General Funds.
4. **Innovation** – The review of Attendance Policy Resolution No. 23618 will provide the Human Resources Board insight into the City’s goal of applying best practices to Board and Commission procedures.
5. **Sustainability and Resiliency** – The review of Attendance Policy Resolution No. 23618 will not impact the City’s capacity to persevere, adapt and grow during good and difficult times.

Prepared by: Michelle Stevens, Secretary Human Resources Board