Human Relations Commission Memorandum

TO: **HONORABLE COMMISSIONERS** **DATE: SEPTEMBER 28, 2023**

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

SUBJECT: **RECORD EXCUSED COMMISSIONER ABSENCES FOR THE AUGUST 24, 2023, REGULAR MEETING**

ISSUE:

Record excused Commissioner absence for the August 24, 2023, regular meeting.

RECOMMENDATION:

That the Human Relations Commission:

1. Record the absence of Commissioner Martis from the August 23, 2023, regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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 that Commissioner Martis would not attend the August 24, 2023, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Randy Solis, Principal Management Analyst