# Human Relation Commission Memorandum

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

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

**SUBJECT:** **DISCUSS THE ABSENCE OF COMMISSIONER SHIRLEY FROM THE AUGUST 24, 2023, REGULAR MEETING OF THE HUMAN RELATIONS COMMISSION**

## ISSUE:

Discuss the absence of Commissioner Shirley from the August 24, 2023, regular meeting of the Human Relations Commission.

## RECOMMENDATION:

That the Human Relations Commission:

1. Discuss the absence of Commissioner Shirley from the August 24, 2023, regular meeting of the Human Relations Commission.

## 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 did not receive notification that Commissioner Shirley would not be in attendance at the August 24, 2023, regular meeting.

## FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Randy Solis, Principal Management Analyst