



# Commission of the Deaf Memorandum

*City of Arts & Innovation*

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**TO: COMMISSION OF THE DEAF** **DATE: SEPTEMBER 13, 2023**

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

**SUBJECT: EXCUSE COMMISSIONER REYNOLDS ABSENCE FROM THE MEETING ON AUGUST 9, 2023**

**ISSUE:**

Consider excusing the absence of Commissioner Reynolds from the Commission of the Deaf regular meeting on August 9, 2023.

**RECOMMENDATION:**

That the Commission of the Deaf excuse the absence of Commissioner Reynolds from the Commission of the Deaf regular meeting on August 9, 2023.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Commission 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 Commission is required to express in its official minutes if the absence of the Commissioner 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:**

Commissioner Reynolds notified staff that he would be unable to attend the August meeting more than 24 hours in advance of the meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Lee Withers, Principal Management Analyst