



*City of Arts & Innovation*

# Board of Ethics Memorandum

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**TO: BOARD OF ETHICS MEMBERS** **DATE: JUNE 4, 2026**  
**FROM: CITY CLERK'S OFFICE** **WARDS: ALL**  
**SUBJECT: ABSENCE OF CHAIR NEWMAN FROM MAY 7, 2026, MEETING**

**ISSUE:**

Record the absence of Chair Newman on May 7, 2026, as excused.

**RECOMMENDATION:**

That the Board of Ethics record the absence of Chair Newman from the Board of Ethics meeting on May 7, 2026, as excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution, 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 was advised in advance that Chair Newman was unable to attend the Board of Ethics regular meeting of May 7, 2026

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Nancy Crunk, Deputy City Clerk  
Approved by: Donesia Gause, City Clerk