

**City of Gilroy**  
**Policy Governing Board, Commission and Committee Attendance**

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## **BACKGROUND**

The City of Gilroy's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator, or in the context of quasi-judicial Boards and Commissions such as the Planning Commission and Building Board of Appeals, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role of providing broad representation of ideas into the processes of the City.

The City Charter provides that, in addition to those Boards and Commissions established by the City Charter, the Council may create by ordinance such advisory boards or commissions as in its judgment are required, and may grant them such powers and duties as are consistent with the provisions of the City Charter. The City Charter describes that if a member absents themselves from three consecutive regular meetings without permission of such board or commission expressed in its official minutes, their office shall become vacant.

## **PURPOSE AND APPLICATION**

This policy establishes attendance standards for these Boards, Commissions and Committees for regular meetings and creates a systematic procedure for reporting absences which applies to all Boards, Commissions and Committees of the City whose members are appointed by the City Council or City Administrator.

## **SECTIONS**

- I. Definitions**
- II. Absences**
- III. Reporting Absences**
- IV. Removal**

### **SECTION I. DEFINITIONS**

For the purposes of this Policy, the following definitions are in effect throughout:

Body – City Boards, Commissions and Committees and City-created task forces.

Member – An individual who has been appointed by the City Council or City Administrator to a Body.

Excused Absences: An absence that is reported to the staff liaison of the Body no less than 72 hours before the regular meeting. Any other absence shall not be deemed an excused absence.

Emergency Absences: An absence caused by a sudden emergency, including, but not limited to, the illness, hospitalization or accident of the member, the member's parent, spouse or domestic partner, or dependent.

Regular meetings – A routine scheduled meeting of the body.

Staff liaison – The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the members.

## **SECTION II. ABSENCES**

### **Allowed Absences**

Each member of a Body shall be allowed two excused absences, and one emergency absence from regular meetings per calendar year.

### **Unexcused Absences**

Any absence from a regular meeting in excess of the two excused absences and one emergency absence in a calendar year shall be deemed unexcused. A member with an unexcused absence shall be removed from their seat.

## **SECTION III. REPORTING ABSENCES**

Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.

## **IV. REMOVAL**

If a member exceeds the number of allowed absences described in this policy, his or her office shall become vacant and shall be so declared by the Council