

Board, Commission & Committee Member Attendance Policy

Frequently asked Questions

Q: How many absences may a member have in a calendar year?

A: A total of 3 absences. 2 excused absences, and 1 emergency absence.

Q: What is a calendar year?

A: January – December.

Q: When does this policy go into effect?

A: September 19, 2018.

Q: Who are absences reported to?

A: The staff member who works directly with the Board/Commission/Committee.

Q: Are absences from special meetings included?

A: Absences from special meetings will not be counted towards the 3 allowable absences per year.

Q: Is there any flexibility in the allowable number of absences per year?

A: No.

Q: Do members need to report absences 72 hours before a regular meeting?

A: The policy requests that absences be reported 72 hours prior to the meeting, to assist staff in knowing if a quorum will be present.

Q: What is the process to vacate a seat?

A: The seat will become vacant as soon as a member exceeds the allowable 3 absences in a calendar year, and will be affirmed by the City Council.