City of Gilroy
Policy Governing Board, Commission and Committee Attendance

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, and 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 and 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. In addition, the Charter allows the Council by motion or the City Administrator with Council consent to appoint temporary committees to render counsel and advice. The City Charter describes that if a member absents themself 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

In addition to the Charter provision described above, 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 apply:

Body – City Boards, Commissions and Committees (including City-created task forces).
Member – An individual who has been appointed by the City Council or City Administrator to a Body.
Absence – The failure of a Member to attend a scheduled meeting.

Regular Meeting – A routinely 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 thereof.

SECTION II. ABSENCES

Each Member of a Body is expected to attend every Regular and special Meeting of the Body.

Any Member who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 33% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used.

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 meeting if possible.

SECTION IV. REMOVAL

If a Member exceeds the number of allowed absences described in this policy, the City Administrator shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member’s office shall become vacant.