



SUBJECT: Boards, Commissions and Committees Attendance Policy

PURPOSE

The purpose of this policy is to encourage and ensure consistent attendance at regularly scheduled Board, Commission and Committee (BCC) meetings by BCC members, and to outline a process to address non-attendance.

DEFINITIONS

“Regular Meeting” means meetings occurring at the date, time and location set by formal action of the BCC.

“Special Meeting” means any meeting other than a Regular Meeting.

“BCC Attendance Report” means a written document prepared by the City Clerk reflecting the attendance of each BCC member for each BCC meeting held during a calendar year.

POLICY

1. Attendance

1.1 Each BCC member is expected to attend all Regular Meetings and as many Special Meetings as possible. When a BCC member knows in advance that they will be absent from a meeting, the member will give advance notice to the Chair and BCC staff liaison as soon as possible and before the posting of the meeting agenda.

1.2 The Chair will, in consultation with the BCC staff liaison, determine whether each absence will be designated as “excused” or “unexcused” (see Section 2 – Excused Absences) and the designation will be recorded on the BCC Attendance Report.

1.3 Absences from three consecutive Regular Meetings, or from more than twenty-five percent (25%) of all Regular Meetings over any twelve consecutive month period, will result in that member’s seat being declared vacant by the City Clerk. The City Clerk will inform any member with two consecutive absences that their seat will be declared vacant upon an additional consecutive absence. At that time, the member may also be advised of the Leave of Absence

process (see Section 3 – Leaves of Absence). Any declaration of vacancy based on absences will be appealable to the City Manager or designee. The member will be notified in writing on the date their seat is declared vacant and an appeal must be filed in writing addressed to the City Manager or designee within fifteen (15) days of the date of notification. A decision on the appeal will be issued in writing promptly following receipt of the appeal. A decision on the appeal will become final upon the date of the decision and is not subject to any further administrative appeal.

- 1.4 If a quorum is not established within fifteen (15) minutes of the noticed start time of a Regular Meeting of the BCC, the meeting may be cancelled. When the unexpected absence of a BCC member results in the cancellation of a Regular Meeting, the BCC staff liaison will inform the City Clerk of the BCC's attendance for recordation in the BCC Attendance Report. Any member who arrives late to a regular meeting must be present for at least fifty percent (50%) of the meeting in order to be counted as present.
- 1.5 BCC staff liaisons will conduct a quorum check for each Regular Meeting prior to the posting of the meeting agenda.
- 1.6 BCC staff liaisons will monitor attendance and promptly report any non-attendance issues to the City Clerk.
- 1.7 The City Clerk will provide the City Council with the BCC Attendance Report semi-annually.
- 1.8 The City Council will take into consideration BCC meeting attendance when considering reappointments and when evaluating the overall performance of the BCC.
- 1.9 This policy will supersede all BCC-adopted attendance policies.

2. Excused Absences

- 2.1 Excused absences will be limited to those which meet the following requirements:
 - (a) The absent member must have informed the Chair and BCC staff liaison of their intended absence prior to the scheduled meeting and before the posting of the meeting agenda, and
 - (b) The absence is due to one of the following:
 - i. Death in the family
 - ii. Personal illness or illness of immediate family member (spouse/partner, child, parent)
 - iii. BCC-related business
 - iv. Personal leave, such as a vacation (limited to one per any twelve consecutive months for those BCCs meeting monthly or less frequently and to 10% of regularly scheduled meetings for those meeting more frequently)
 - v. Emergency

- vi. Required employment duties
- vii. Required military service
- viii. Parental leave
- ix. Religious or cultural holiday

(c) Failure to inform the Chair or the BCC staff liaison prior to the posting of the meeting agenda will result in an unexcused absence, unless the Chair determines that extenuating circumstances prevented such advance notice.

(d) Whether an absence was excused or unexcused will be noted in the BCC meeting minutes. The BCC staff liaison will subsequently inform the City Clerk of the basis for the absence for recordation in the BCC Attendance Report.

3. Leaves of Absence

3.1 ~~The City Clerk, in consultation with the Mayor, may grant a~~ A leave of absence may be taken anywhere from one Regular Meeting up to a period not to exceed three (3) months upon following the process identified below. The basis for a leave of absence includes, but is not limited to:

- i. Personal illness or illness of immediate family member (spouse/partner, child, parent)
- ii. Required military service
- iii. Parental leave

3.2 ~~A~~ Parental leave for any period not to exceed three (3) months may be automatically taken by a BCC member upon written notification to the City Clerk as soon as the need arises or as is practicable prior to commencement of the actual leave of absence. To the extent possible, the BCC member should provide sixty (60) days advance notice of the leave of absence.

3.3 For all other types of leaves, a request for leave of absence must be submitted in writing ~~addressed~~ to the City Clerk, with a copy to the Mayor, as soon as the need arises or as is practicable prior to commencement of the actual leave of absence. To the extent possible, the BCC member should ~~provide~~ submit the request with sixty (60) days advance notice of the requested leave of absence. The City Clerk, in consultation with the Mayor, will determine whether to grant the leave. A determination regarding ~~approval or denial of a~~ the leave of absence request will be issued in writing promptly following receipt of the request.

~~3.3 A subsequent leave of absence may not be granted to the same BCC member if it will extend the total uninterrupted leave beyond three months.~~

~~3.4~~ 3.4 Requests to extend any leave of absence, including parental leave, will be considered on a case by case basis. A request to extend a leave must be submitted in writing to the City Clerk, with a copy to the Mayor, prior to the conclusion of the initial leave of absence. The City Clerk, in consultation with the Mayor, will determine whether to grant the extension. A

determination regarding the extension request will be issued in writing following receipt of the request. An extension of a leave of absence up to an additional three (3) months, for a total uninterrupted leave not to exceed six (6) months, may be granted to the BCC member.

3.5 Any absences beyond the ~~specified~~approved leave of absence timeframe will be recorded and subject to the determinations outlined in Section 2 (Excused Absences).
