



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Economic Development

ACM: Christine Taylor, Assistant City Manager

DATE: May 8, 2024

SUBJECT

Receive a report and hold a discussion regarding Section 2.83(c) of the City Code which governs boards, commissions, and committees specifically related to the attendance policy.

BACKGROUND

To align the Economic Development boards with other City of Denton boards, commissions, and committees, the Economic Development Partnership Board (EDPB) will be following the attendance policies of the City's Code of Ordinances. Specifically, this will mean reporting absences and tracking the attendance of each board member.

The attendance policy for City of Denton boards, commissions, and committees is governed by [Section 2.83\(c\) of the Code of Ordinances](#). The Code generally states that members shall attend regularly scheduled meetings and must contact staff prior to the meeting if they are unable to attend. Absences can be excused for the following reasons:

- Personal or family illness
- Death of a family member
- Jury duty
- Service in the armed forces
- Testifying before the legislature
- Attending a seminar involving municipal matters of importance to the member's duties
- An absence necessary for the member's business or employment

If the absences does not meet one of the criteria above then the member has the ability to request the absence be excused by City Council or leave the absence as unexcused. An unexcused absence of a member for more than three meetings in a year or 50 percent of regular meetings in a year shall be considered cause for removal from the board by City Council. The City Secretary is required to report board attendance to City Council quarterly.

In order to follow City procedures following this meeting, EDPB Board Members will be required to notify staff prior to the meeting if they will be absent and complete the Board Member Notification of Absence Form included as **Exhibit 2**.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Board Member Notification of Absence Form

Exhibit 3 – EDPB Attendance Presentation

Respectfully submitted:

Vanessa Esparza

Administrative Assistant