

Attendance Policy

Vanessa Esparza – Board Secretary

EDP25-032

October 8, 2025

**Economic Development
Partnership Board**

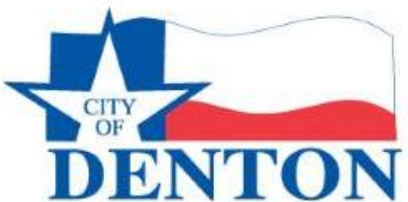


Board Attendance Policy

- Originally adopted in 1966 and expanded for additional excused absences in 2000 and modified in 2020 to include procedures for absences.
- Every board member shall attend regularly scheduled meetings.
- Members unable to attend shall notify the Chair or staff prior to the meeting.
- Cause for removal:
 - Unexcused absences of **more than 3 or 50% of meetings;**
 - Regularly scheduled meetings; and
 - In any one year.

Excused Absences

- 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



Procedure

- If a Board Member knows they will be unable to attend a meeting:
 - Notify the Board Secretary or Staff.
 - Fill out the online [Notification of Absence Form](#) before the 10th business day deadline after the meeting has occurred.
 - If unexcused, the Board Member can:
 - Leave as unexcused.
 - Request the absence come before the City Council for consideration to excuse.

Procedure Update

[Online Notification of Absence Submission Form](#) launched on May 20th, 2025.

Please remember:

- Each meeting/absence will require a separate submission.
- To use your cityofdenton.com email (preferred).
- If the reason for your absence is "Other", select "Yes" if you would you like the City Secretary to submit a request to the City Council to excuse your absence. Otherwise, it will remain unexcused.
- Upon submission of your notice of absence, you will receive a response from the City of Denton City Secretary's Office via Smartsheet regarding your absence.

For more details, the Attendance Policy is in your EDPB Member Packet for reference.



Questions?

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