



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Economic Development

ACM: Christine Taylor

DATE: October 8, 2025

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

On May 8, 2024 the Attendance Update was presented to the Economic Development Partnership Board (EDPB). To align the Economic Development boards with other City of Denton boards, commissions, and committees, the EDPB has followed the attendance policies of the City's Code of Ordinances since then. Specifically, 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 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 do 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, EDPB Members are required to notify staff prior to the meeting if they will be absent and complete the online Board Member [Notification of Absence Form](#) up to 10 business days after the meeting.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – EDPB Attendance Presentation

Exhibit 3 – EDPB Attendance Chart

Respectfully submitted:

Vanessa Esparza

Administrative Assistant