

Attendance Policy

EDP24-039
May 8, 2024
**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 (Vanessa Esparza).
 - Fill out the Board Absentee Form.
 - If unexcused, the Commission Member can:
 - Leave as unexcused.
 - Request the absence come before the City Council for consideration to excuse.
- Board and Commission attendance will be provided to the City Council quarterly.

Questions?



Absences. Every board, commission, and committee member shall attend all regularly called and scheduled meetings of the board, commission, or committee of which he or she is a member. The chairperson shall announce, for the record, the names of members absent and determine if the absence is excused or unexcused. Members who cannot attend the meeting should contact the chairperson or an appropriate staff liaison concerning his or her absence prior to the meeting. The unexcused absence of any board, commission, or committee member from more than three (3) regularly called and scheduled meetings of the board, commission, or committee of which he or she is a member in any one (1) year or lack of attendance at fifty (50) percent of the number of regular meetings in a year, unless such absence is excused, shall be considered "cause," as that term is used in [section 14.16](#) of the Charter, for removal of the member by the city council from such board, commission, or committee. An excused absence shall include 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, absence necessary for the member's business or employment, and any related emergencies or other matters which the board, commission, or committee finds qualify as an excused absence. Attendance reports will be provided by boards, commissions, and committees to the city council on a quarterly basis for their review. Copies of this ordinance shall be forwarded to members of all of the standing boards, commissions, and committees and to new members as they are appointed.

(Code 1966, § 1-44; Ord. No. 96-154, § III, 7-9-96; Ord. No. 00-046A, § 1, 2-1-00)

