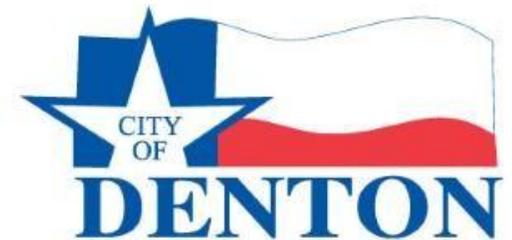


# Attendance Policy

**BOC 26-006**  
**February 13, 2026**  
**Bond Oversight Committee**



# 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; and
  - 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

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 Bond Oversight Committee Member Packet for reference.



# Questions?

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