



# COUNCIL POLICY MANUAL UPDATE – CHAPTERS 3.02 AND 3.03

JULY 9, 2024

AGENDA ITEM 15.3

## REDLINE UPDATES

REMOVE BIANNUAL RECRUITMENT  
TO PROMOTE INCREASED  
FREQUENCY

REMOVE TERM OF OFFICE DATES TO  
REFLECT CURRENT PRACTICE

CREATE NOTE REQUIRING A  
STANDING LIST OF COMMUNITY  
PARTNERS AND ORGANIZATIONS

### Chapter 3.02 – Section 6

#### 6) VACANCY ANNOUNCEMENTS

~~In mid-January and mid-July, w~~Where a vacancy on a Commission exists or where by ~~June 30 or December 31, respectively,~~ a Commissioner's term of office will expire, the City Clerk shall announce through the news and social media, and post notice thereof on the City's website and in the Office of the City Clerk, that a vacancy exists or that a term of office will expire. A standing contact list of community partners and organizations will be maintained by the Clerk's Office to facilitate effective outreach.

## REDLINE UPDATES

REMOVE REFERENCE TO  
"REGULAR" MEETINGS

REMOVE REFERENCE TO  
"UNEXCUSED" ABSENCES

INCLUDE LANGUAGE TO  
INDICATE MEETINGS  
CANCELLED DO TO LACK OF  
QUORUM PRIOR TO THE  
MEETING DATE

### Chapter 3.03 – Section 1

- 1) For any Board, Commission and Committee (hereafter "Commission") that meets ~~regularly~~ more than once a month, a Commissioner's ~~unexcused~~ absence from either three consecutive ~~regular~~ meetings or five or more ~~regular~~ meetings in any 12-month period shall result in the position being vacated, subject to City Council ratification as provided in this section. For any Commission that meets ~~regularly~~ once a month or less frequently, a Commissioner's ~~unexcused~~ absences from 25% or more of the ~~regular~~ meetings in any 12-month period shall result in the position being vacated, subject to City Council ratification as provided in this section. Meetings that are cancelled due to lack of quorum prior to the meeting date will be included in this attendance policy.

## REDLINE UPDATES

CHANGE ATTENDANCE  
DETERMINATION TO ASSIGNED  
STAFF PERSON

CLARIFY PROCESS FOR  
NOTIFICATION

### Chapter 3.03 – Section 2

- 2) Excused absences shall include illness or other medical reasons, work related conflicts and scheduled vacations when notice is provided at least 30 days in advance. The ~~Chairperson assigned staff support person~~ of the particular Commission shall determine if the absence is excused; provided a commissioner, ~~prior to the meeting~~, provides reasonable notice in writing, including 30 days' notice of scheduled vacation, of the absence ~~to the Chairperson or~~ to the staff person assigned to the Commission. ~~In the case of a Chairperson's absence, the Vice-Chair shall make the determination.~~

## REDLINE UPDATES

CLARIFY PROCESS FOR  
ATTENDANCE TRACKING AND  
COMMISSIONER REMOVAL

CORRECT LANGUAGE TO  
REFLECT POLICY CHANGES

CORRECT LANGUAGE TO  
REFLECT COUNCIL DIRECT  
APPOINTMENTS

### Chapter 3.03 – Section 3

- 3) The staff person assigned to the Commission shall record the attendance of Commissioners in a uniform format as shown on Board/Commission/Committee Attendance Report and submit the report to the City Clerk's Office. The Clerk's Office shall provide Attendance Reports to the City Council on a quarterly basis. As to any Commissioner who is ~~required to be a resident of~~ a Councilmember's ~~district direct appointment~~, if the attendance record of that Commissioner is such that additional ~~unexcused~~ absences would result in the position being vacated, the ~~staff person assigned to the Commission Clerk's Office~~ shall notify the Councilmember from that district of the Commissioner's attendance record. If the attendance records indicate that any Commissioner has exceeded the number of ~~unexcused~~ absences as provided in subsection 1 above, the ~~staff person shall~~ Councilmember may direct the Clerk's Office to prepare a report to the City Council so stating and recommending that the City Council ratify that the position has been vacated. The City Council, at a regular meeting, shall consider the recommendation and take whatever action the City Council deems appropriate. If the City Council ratifies that the position has been vacated due to ~~unexcused~~-absences, the staff person shall notify any outside agency on which the Commissioner sat of the Council action.

## REDLINE UPDATES

ADD SECTION TO PROVIDE  
CLARITY FOR BOARDS AND  
COMMISSIONS THAT ARE  
EXCEPTIONS TO THE POLICY

### Chapter 3.03 – Section 4

- 4) The following Boards and Commissions are not directly appointed by City Council and require removal by their appointing bodies:

Stockton Arts Commission

Parks and Recreation Commission

Cultural Heritage Board

Salary Setting Commission