

§ 3.03.010. Policy.

- 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.
- 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 of the particular Commission shall determine if the absence is excused; provided a commissioner, prior to the meeting, provides reasonable notice, 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.
- 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. As to any Commissioner who is required to be a resident of a Councilmember's district, 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 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 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.