



Legislation Details (With Text)

File #: 24-064 **Version:** 1 **Name:** Board & Commission Attendance
Type: Minute Order - Council **Status:** Passed
In control: City Council
On agenda: 6/3/2024 **Final action:** 6/3/2024
Enactment date: **Enactment #:** Min Order 2024-020
Title: Motion to Accept the 2023-2024 Board and Commission Report of Attendance
Sponsors:
Indexes:
Code sections:

Attachments: 1. 2023-2024 Board and Commission Report of Attendance.pdf

Date	Ver.	Action By	Action	Result
6/3/2024	1	City Council	Adopted	Pass

Motion to Accept the 2023-2024 Board and Commission Report of Attendance

COUNCIL PRIORITY

- Community Engagement and Outreach

SUMMARY

The City Council Member Handbook sets the meeting attendance policy for members of boards and commissions and requires the City Council to review attendance records annually.

RECOMMENDATIONS

Staff recommends the City Council review the 2023-2024 Board and Commission Report of Attendance (Attachment A).

BACKGROUND

The meeting attendance policy for members of boards and commissions is set by the City Council Member Handbook, most recently adopted by Resolution No. 2024-48 on May 20, 2024:

1. *Members of boards or commissions shall be required to attend not less than 75% of all regular meetings held*
2. *Failure by a member to attend three consecutive regular meetings of a board or commission will be cause for Council declaring the member's position vacant*
3. *Attendance records will be reviewed by the City Council once a year based on the previous 12 -month period, except for appointments effective July 1st or thereafter*

Attendance data is tracked by each board or commission's secretary throughout the year. The City Clerk's Office has compiled the attendance data for the period of May 2023-April 2024 for the Council's review.

Financial Impacts

There are no fiscal impacts associated with this item.

ATTACHMENT

A - 2023-2024 Board and Commission Report of Attendance

PREPARED BY: Kelly B. Clancy, City Clerk, City Manager's Office