



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  
**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