



## Legislation Details (With Text)

**File #:** 25-252      **Version:** 1      **Name:** Board & Commission Attendance  
**Type:** Minute Order - Council      **Status:** Passed  
**In control:** City Council  
**On agenda:** 6/9/2025      **Final action:** 6/9/2025  
**Enactment date:**      **Enactment #:** Min Order 2025-013  
**Title:** Motion to Accept the 2024-2025 Board and Commission Report of Attendance  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. A - 2024-2025 Board and Commission Report of Attendance

Date	Ver.	Action By	Action	Result
6/9/2025	1	City Council	Adopted	Pass

Motion to Accept the 2024-2025 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 and accept by motion the 2024-2025 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. 2024-059 on June 3, 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 2024-April 2025 for the

Council's review.

**Financial Impacts**

There are no financial impacts associated with this item.

**ATTACHMENT**

A - 2024-2025 Board and Commission Report of Attendance

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