



## Legislation Text

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**File #:** 25-252, **Version:** 1

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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

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