

POLICY TITLE        ATTENDANCE POLICY AND LEAVES OF ABSENCE FOR CITY  
ADVISORY BODIES

POLICY STATEMENT:

This policy pertains to all meetings of advisory bodies.

Councilmembers and the chairperson of each permanent city advisory body shall receive annual attendance reports prepared in the City Clerk's Department. Absences will be identified as "with notification" or "without notification." An absence is considered as "with notification" if the member notifies the chairperson or the staff prior to the meeting.

If there has been no prior notification, the absence is considered "without notification." It is important to notify staff of any absences for the purposes of determining a quorum. Advisory body members are expected to attend meetings regularly.

Members who serve on advisory bodies which are scheduled to meet more than once monthly are allowed six absences per year.

Members who serve on advisory bodies which are scheduled to meet seven to twelve times per year are allowed three absences per year.

Members who serve on advisory bodies which meet six or less times per year are allowed one absence per year.

It is the responsibility of staff of an advisory body to bring serious attendance issues to the attention of the Mayor or City Clerk prior to reaching the limit, if possible. If either through study of the annual attendance report or through other channels, the Mayor learns that a member has more than the allowable number of absences, the Mayor may notify the member or chairperson, that action may be initiated by Council to remove the member from the advisory body. The Mayor may choose to postpone or withhold notification to Council in unusual circumstances: for example, if the member is actively performing work for the advisory body outside of the regular meetings or is involved in subcommittee work.

Leaves of Absence for City Advisory Body Members

Except under the most unusual circumstances, extended leaves of absence for members of City advisory bodies will not be allowed. Exceptions to this rule may be granted only by City Council.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998  
Revised September 9, 2003  
Revised September 23, 2003

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