



CITY CLERK'S OFFICE

MEMORANDUM

DATE: March 30, 2021

TO: Mayor Rogers and Members of the City Council

FROM: Stephanie Williams, City Clerk

SUBJECT: Board/Commission/Committee Member Quarterly Attendance Report

Council Policy 000-06, Appointments to Boards/Commissions/Committees, contains the following requirements as to attendance by board/commission/committee members:

- a. Board, Commission and Committee members are expected to regularly attend and participate on their respective boards, commissions, or committees. The Council is provided with quarterly reports of the attendance of board and commission members.
- b. A Board, Commission, or Committee member whose attendance is less than seventy-five percent (75%) of the required meetings over the two-quarter period may be subject to removal by the Council Member who appointed the person or the full Council if appointed by the Council.
- c. The Council may grant an approved leave of absence for a board, commission, or committee member due to the serious medical condition of the member or member's family or for such other reasons as the Council determines are appropriate. During the approved leave of absence, the Council Member who appointed the person may appoint a temporary person to fill that position or the Council may appoint a temporary person to fill the position if appointed by the Council.

Attached for Council's information is the Quarterly Attendance Report for the fourth quarter of 2020 and first quarter of 2021.

Attachment