

| COUNCIL POLICY | | | |
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| Subject: | Policy Number | Effective Date | Number of Pages |
| ATTENDANCE BY BOARD AND COMMISSION MEMBERS | 000-45 | 9/11/07 | 1 of 1 |

BACKGROUND:

The City Council desires to have full attendance by Board and Commission Members at all regularly scheduled meetings. This policy establishes guidelines for attendance at Board and Commission meetings.

PURPOSE:

To establish a policy for attendance at all regular meetings of Boards and Commissions of the City of Santa Rosa.

POLICY:

If a member of a Board or Commission is absent without cause from two successive regular meetings of the Board or Commission, Chair of the Board or Commission shall immediately notify the appointing City Council Member.

The City Council Member will have until the next regularly scheduled meeting of the Board or Commission to discuss attendance with appointee and determine if a replacement is needed.

If a new appointment is required, the City Council Member is encouraged to make the appointment within thirty (30) days to ensure full participation.

A member is not absent without cause if absence is:

- a. Due to illness; or
- b. Unavoidable and the member communicates with the Chair of the Board/ Commission before the date of the meeting that he/she will be absent and gives the reason for the absence.

Amended by Resolution No. 26927
 Adopted by Resolution No. 23392

Dated: September 11, 2007
 Dated: December 23, 1997