

DRAFT REVISIONS FOR THE BOARDS, COMMITTEES AND COMMISSIONS ATTENDANCE POLICY

Proposed Revisions for Council Consideration on August 28, 2023, to be effective January 1, 2024

Section 5. ATTENDANCE POLICY

In order for a board, committee, or commission to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attendant to the business of the body. Therefore, all members are required to attend at least 65% of the regular and special meetings of the body ~~and assigned committees and subcommittees held in any one calendar year with~~ **NO EXCUSED ABSENCES**. **Excused absences shall not count toward the 65% attendance requirement. Members shall be permitted up to three excused absences per calendar year in the following circumstances:**

- Illness or medical-related absences,
- Funerals and/or bereavement,
- The birth or adoption of the board member's child, for 90 days after the birth or adoption, or
- Military service.
- Excused absence requests should be formally made in writing via email to both City Clerk and the board's staff advisor within one week of the date of the missed meeting.
- Any absence that does not meet the above criteria shall be considered unexcused.

The allowance for excused absences shall not apply to meetings of a board, committee, or commission that serves a quasi-judicial function or engages in final-decision making.

On January 1 of each year, a member of any board, commission, or committees appointed by the Mayor, Council or City Manager shall be automatically removed from said body for failure to attend at least 65% of all regular and special meetings of the body ~~and assigned committees and subcommittees~~ held during the immediately preceding calendar year. For persons not serving for an entire calendar year, the 65% attendance requirement shall apply to meetings held during the portion of the year during which the person served.

In order to be eligible for reappointment to a board, committee, or commission, a member must have attended at least 75% of the regular and special meetings of the body ~~and assigned committees and subcommittees~~ during the concluding term, or portion of the term during which the member served. In addition, any member of a board, commission or committee shall be automatically removed from said body for failure to attend any **THREE CONSECUTIVE REGULAR MEETINGS** of the body, **unless an absence is deemed excused under the above criteria**. A member must attend ~~fifty percent (50%)~~ of a meeting in order to be considered in attendance for the purposes of this policy. Members appointed in the fourth quarter of the year shall be exempt from the 65% attendance rule for that calendar year only, but are still subject to the three consecutive meeting policy.

For purposes of the attendance policy, a member's remote participation shall count toward the attendance requirements, **as authorized by Section 6**.

The City Clerk shall send a letter to anyone who is removed from a board, committee, or commission for failure to meet the attendance policy. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

The City Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement.

Staff advisors shall file attendance reports with the City Clerk pursuant to the schedule established by the City Clerk.

This attendance policy shall apply to every member of a board, committee, or commission that is part of the City of Charlotte regardless of who appoints the member. In addition, this attendance policy shall apply to all appointees by the City Council to a board, committee, or commission that is not part of the City of Charlotte.