

# Attendance Policy for Advisory Boards/Commissions

**BUDGET, GOVERNANCE AND INTERGOVERNMENTAL RELATIONS  
COMMITTEE**

JUNE 6, 2023

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## **Purpose: To Discuss the Current Attendance Policy and Consider Revisions**

- Current Attendance Policy**
- Trends**
- Possible Revisions**
- Receive Input and Feedback from Committee**

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## Current Attendance Policy

All members 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**

On January 1 of each year, members 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 held during the immediately preceding calendar year

For persons not serving the full calendar year, the 65% applies only to the portion of the year during which the person served

## Current Attendance Policy (cont.)

Members eligible for reappointment must have attended at least 75% of the regular and special meetings of the body and assigned committees and subcommittees during the concluding term

Members shall be automatically removed for failure to attend any **THREE CONSECUTIVE REGULAR MEETINGS** of the body

Member must attend fifty percent (50%) of a meeting in order to be counted present

A member's remote participation shall count toward the attendance requirements; They may fully participate in all discussions and votes on the business of the board

## Current Attendance Policy (cont.)

After two consecutive absences, a letter is sent to anyone in danger of violation of the attendance requirement, asking them to be mindful of said requirement

After the third consecutive absence, a letter is sent to anyone removed for failure to meet the attendance policy

- If anyone removed under these provisions has extenuating circumstances and desires to be reinstated, that information is conveyed to the Mayor, City Council or City Manager for consideration.

## Trends

	Excused Absences Policy	Attendance Removal Policy
Mecklenburg County, NC	No excused absences	3 consecutive absences or Less than 65% over calendar year
Raleigh, NC	Currently allowed but Council is considering making criteria more formal	3 consecutive unexcused absences, then recommendation by Chairperson to Council for removal
Durham, NC	Board dependent and can be requested and approved at their meetings. No excused for no less than 50% requirement over calendar year	Per board bylaws, if no bylaws: Less than 50% over calendar year
Greensboro, NC	Excused absences if: <ul style="list-style-type: none"> <li>• Written doctor note</li> <li>• Family death, emergency, or illness</li> </ul> Is provided within 24 hour notice	3 unexcused absences per rolling 12 month period
Wilmington, NC	Excused absences if: <ul style="list-style-type: none"> <li>• Illness, death, or other emergency situation</li> </ul> Unless "extreme duration resulting in prolonged absences"	3 consecutive unexcused absences

## Trends (cont.)

	Excused Absences Policy	Attendance Removal Policy
Savannah, GA	No attendance policy	No attendance Policy
Fort Worth, TX	None; considering revision to attendance policy	Removed if two instances of: 3 consecutive absences or Less than 65% over calendar year
Austin, TX	<ul style="list-style-type: none"> <li>illness or injury;</li> <li>the illness of or injury to immediate family;</li> <li>the birth or adoption of the board member's child, for 90 days after the birth or adoption, or;</li> <li>military service.</li> </ul>	3 consecutive unexcused absences or Less than 66% over calendar year
Portland, OR	At the discretion of bureau director / city commissioners depending on structure of individual board bylaws	At the discretion of bureau director / city commissioners depending on structure of individual board bylaws

## Possible Revisions

**Allow members 3 medical related absences from regular meetings during a calendar year**

**Allow absences for funerals; bereavement**

**Allow absences for the birth or adoption of the board member's child, for 90 days after the birth or adoption**

**Allow absences for military service**

**Requests for excused absences should be formally made in writing via email to both City Clerk and the board's Staff Advisor**

# Questions & Committee Input