

2-1-26 ATTENDANCE REQUIREMENTS AND AUTOMATIC VACATION

(A) Except as provided in Subsection (B), a board member automatically vacates the member's position if the member is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling 12-month timeframe, subject to the hold over provision in Section 2-1-27 (Vacancy and Hold Over Capacity). Attendance by a board member at committee meetings and working group meetings is not considered for purposes of determining the board member's compliance with attendance requirements.

(B) Subsection (A) does not apply to an absence due to the following:

- i. the board member's illness or injury;
- ii. the illness of or injury to a member of the board member's immediate family; or
- iii. the birth or adoption of the board member's child, for 90 days after the birth or adoption.

The board member must notify the staff liaison of one of these stated reasons for the absence not later than the date of the next regular meeting of the board. For an absence due to the birth or adoption of the board member's child, the board member must notify the staff liaison not later than the date of the next regular meeting after the birth or adoption.

(C) The City department assigned to provide staff support to a board shall keep attendance records and notify the city clerk if a board member fails to comply with attendance requirements.

(D) The city clerk shall notify the nominating council member if a board member's attendance record creates an automatic vacancy that requires a new appointment.