

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**ESTABLISHMENT OF A REPORTING PROCEDURE FOR ABSENCES FROM A REGULAR OR SPECIAL MEETING OF A BOARD, COMMITTEE OR COMMISSION**

**Summary Statement:**

At the April 22, 2008 Town Council Meeting, Mayor Pro-Tem Sagona requested an agenda item to clarify the process of reporting absences for various committees. Apple Valley Municipal Code Section 2.06.010 provides general rules regarding appointments to various boards, committees and commissions. Included in this section is the following provision: "If a member absents himself or herself without advance permission of the board, commission or committee or of his or her appointing authority, from three consecutive regular meetings or twenty-five percent of the duly scheduled meetings of the board, committee or commission within any fiscal year, his or her office shall thereupon become vacant and shall be filled as any other vacancy."

The Municipal Code requires advance permission for an absence to a regular or scheduled meeting, however, there currently isn't a policy or reporting mechanism to document or enforce this provision of the Code. In order to rectify this issue, I would recommend the Council adopt a policy identifying how the notification process will occur.

Since the existing Municipal Code requires the advance permission of the board, commission or committee or his or her appointing authority in order for the absence to be considered excused, the board, commission or committee member must either (1) advise the board, commission or committee at the meeting prior to absence for the absence to be excused or (2) contact the Councilmember who appointed them prior to the regular or scheduled meeting of the board, commission or committee in order for the absence to be excused.

**(Continued on the next page)**

**Recommended Action:**

Approve and implement the proposed policy regarding notification of absences for boards, committees and commissions.

**Proposed by:** Jim Cox, Town Manager \_\_\_\_\_ **Item Number** \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_ **Budgeted Item**  Yes  No  N/A

However, in order for the absence to be recorded as part of the official minutes as either excused or unexcused, there needs to be notification to staff so that the absence can be properly recorded. Therefore, I am suggesting a notification and reporting policy to accomplish the aforementioned goals. This policy would state:

**Notification of absence from regular or scheduled meeting for boards, committees and commissions.** It is the policy of the Town Council to require any member of any board, committee or commission to either (1) advise the board, commission or committee at the meeting prior to a scheduled absence in order for the absence to be excused; or (2) notify his or her appointing authority of any absence prior to noon on the day of any regular or special meeting of the board, committee or commission. The Councilmember will then provide notification to the Town Clerk so that the absence can be recorded in the official minutes of the regular or special meeting specifying whether said absence is excused or unexcused.