

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

NOTIFICATION AND REQUEST BY THE CHAIRPERSON OF THE EQUESTRIAN ADVISORY COMMITTEE TO DESIGNATE A POSITION VACANT AND AUTHORIZE THE POSITION TO BE FILLED IN ACCORDANCE WITH TOWN POLICY

Summary Statement:

On May 13, 2008, the Council unanimously adopted a Notification Procedure For Boards, Committees and Commissions which states, "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 the Chairperson of any absence prior any regular or special meeting of the board, committee or commission. The absence will be recorded in the official minutes of the regular or special meeting specifying whether said absence is excused or unexcused. If any member of any board, committee or commission has three consecutive unexcused absences or misses twenty five percent (25%) of the duly scheduled meetings of the board, committee or commission within any fiscal year, the Chairperson of the board, committee or commission shall provide a formal request to the Town Council to designate the position vacant and the position shall be filled in accordance with the procedures for any other vacancy." Since the adoption of that policy, Committee Member Graham has been absent for three consecutive meetings without notification to the Board or Chairperson as required by the policy.

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Recommended Action:

That the Council designate the position vacant and direct the Town Clerk to advertise the vacancy on the Equestrian Advisory Committee.

Proposed by: Patty Saady Deputy Town Manager **Item Number** _____

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

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On August 1, 2008, I was contacted by Chairperson Sullivan of the Equestrian Advisory Committee to inform the Town Council that a committee member has had three consecutive unexcused absences since the policy was adopted and to request the Council designate the position vacant and direct the Town Clerk to advertise the vacancy in accordance with the policy.