

## APPENDIX F – ATTENDANCE POLICY

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### RESOLUTION NO. 26-02, POLICY ON ATTENDANCE FOR CITY COMMITTEES AND COMMISSIONS

**WHEREAS**, in 2015, the Shoreview City Council approved resolution 15-06, creating an attendance policy for city committees and commissions; and

**WHEREAS**, the city's committees and commissions play a valuable role in our governance process and it's important for their meetings to remain effective; and

**WHEREAS**, regular in-person attendance for committee and commission members is expected to allow for effective meetings and engaged members; and

**WHEREAS**, interested residents should be afforded the opportunity to serve on a city committee or commission in the event a member is unable to attend meetings regularly.

**NOW, THEREFORE BE IT RESOLVED** by the city council of the City of Shoreview that the following policies be adopted regarding attendance for city commissions and committees.

1. Members of city committees and commissions may participate remotely in committee and commission meetings up to three times per calendar year, provided all notices and other requirements of the Open Meeting Law are met. Remote participation should be coordinated with the staff liaison at least two business days ahead of the meeting.
  - a. The staff liaison has the right to not allow remote participation if technology requirements are not met.
2. Members of city committees and commissions should endeavor to maintain an annual attendance record for all regular meetings of at least 67%.
3. Any committee or commission member who anticipates being absent for a meeting shall contact the staff liaison prior to the meeting.
4. Any committee or commission member who anticipates being absent from a number of meetings due to health issues,



employment changes, travel, or other factors shall notify the staff liaison.

5. It shall be considered a resignation of duties if any committee/commission member misses three consecutive meeting without notice to the staff liaison.
6. The city manager shall report to the city council on the attendance of all members of committees/commissions annually before the appointment or reappointment of members.
7. The city council will consider the attendance records and may act to remove any member in violation of these standards from the committee or commission.

