



RESOLUTION NO. 6948

A RESOLUTION REGARDING NONPERFORMANCE OF DUTIES, INCLUDING NONATTENDANCE AT MEETINGS, BY BOARD, COMMISSION, AND COMMITTEE MEMBERS AND REPEALING RESOLUTION NO. 2310

WHEREAS, it is intent of the Albany City Council when appointing persons to Albany's boards, commissions, committees that each appointed individual will take an active role on the board, working to advance the board's programs or activities and remaining engaged in fulfilling the board's goals and objectives; and

WHEREAS, an active and engaged board is in the best interest of the Albany community and is of best use of City resources; and

WHEREAS, members' regular attendance to meetings is essential to an effective board; and

WHEREAS, in addition to regular attendance, it is expected that members will take steps to adequately prepare for said meetings, including the review of materials distributed in advance of the meeting, and will seek to be sufficiently informed on a subject to engage in meaningful and productive discussion at the meeting.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the attendance protocols and expectations for performance of duty outlined herein shall apply to all boards, commissions, committees, task forces, and work groups, whether standing, special, or ad hoc; and

BE IT FURTHER RESOLVED that the following attendance protocols shall apply:

1. Board members shall provide advance notice to the board chair and staff liaison if they are unable to attend a board meeting. Absences not arranged in advance will be recorded in the meeting minutes as unexcused.
2. Board members shall seek approval in advance from their appointing City Council member should they require leave from the board for more than 60 days. Board members are responsible to relay said approvals to the board chair and staff liaison prior to any missed meetings in conformance with item 1 above. Absences will not be retroactively recorded as excused should a board member receive leave from their appointing City Council member but fail to provide advance notice to the board chair and staff liaison.
3. Should a board member fail to attend board meetings for more than 60 days without approval from their appointing City Council member, the staff liaison will notify the appointing City Council member of the absences via the City Manager's Office.
4. City Council members shall have discretion to remove their appointed board member from her/his office in the case of persistent absenteeism, whether excused or unexcused. In such instances, the appointing City Council member may present the action to the City Council for acceptance and secure the appointment of a successor using the applicable appointment parameters.

BE IT FURTHER RESOLVED that in the case of other forms of nonperformance of duty, e.g., a member who is routinely unprepared for discussion or unwilling to participate in meetings, a majority of the board or the staff liaison may recommend the board member's removal, via the City Manager's Office, to the appointing City Council member for consideration. Should the appointing City Council member elect to move forward with removal, the action may be presented to the City Council for acceptance and the appointing City Council member may secure the appointment of a successor using the applicable appointment parameters.

BE IT FURTHER RESOLVED that Resolution No. 2310 is hereby repealed.

DATED AND EFFECTIVE THIS 2ND DAY OF DECEMBER 2020.



[Handwritten signature]

Mayor

ATTEST:

[Handwritten signature: Allison R. Reine]

Deputy City Clerk