

 Morrisville Live connected. Live well.	POLICY	
	Administration	Effective: July 1, 2018 Approved: May 8, 2018
Appointed Public Bodies Administrative Policy		Supersedes: February 9, 2016
		Prepared By: Erin L. Hudson, Town Clerk
		Approved By: Martha Paige, Town Manager Town Council

7. ATTENDANCE

- a. Attendance in General
 - i. Each member of a public body appointed by the Town Council is responsible for faithfully attending all regular meetings of that body. Any member who expects to be absent at an upcoming meeting shall notify the support staff to that body at least 24 hours prior to the meeting.

- b. Attendance Guidelines

The following guidelines outline attendance. If a member's absences exceed the numbers below, he or she will be dismissed.

 - For Public Bodies with more than 11 meetings on their annual meeting schedule: Members will be allowed **three** absences within a calendar year.
 - For Public Bodies with 11 or fewer meetings on their annual schedule: Members will be allowed the number of absences **totaling one-third** (rounded up to the nearest whole number) of the total number of meetings in that period, within a calendar year.
 - i. Town support staff will retain an ongoing attendance record. Those members approaching the maximum allowable absences should be notified by the Town support staff as follows:
 - Two or less absences until dismissal – Courtesy Letter issued within 48 hours of meeting absence triggering notice
 - One absence until dismissal – Warning Letter issued within 48 hours of meeting absence triggering notice
 - ii. After verifying attendance records, the Town support staff should provide notice to the Chair or Vice Chair, who shall declare that member's seat to be vacant, and direct the staff support person to notify the member of their dismissal within 48 hours of the absence triggering the dismissal. A copy of the notice should be forwarded to the Town Clerk and kept on file.

- c. Exceptions
 - i. Board of Adjustment, Specifically:
Members with absences within any 12 month rolling period totaling 1/3rd (rounded up to the nearest whole number) of the total number of meetings in

that period, unless the Board or Sub-Committee had only two or fewer meetings, in which case absences will not be considered for dismissal.

- ii. Extraterritorial Jurisdiction Members, Specifically:
For members appointed to represent the Planning and Zoning Board or the Board of Adjustment, the Wake County Board of Commissioners will be notified that the member has not maintained the standard for attendance and that the Town requests the member be replaced. The Town will forward a recommendation for a replacement along with this notification.
 - iii. Exceptions to attendance guidelines may only be made by Town Council upon the request of a board/committee member. Exceptions may be made for additional absences incurred related to extenuating circumstances above the number of absences allowed. Council may grant exceptions at their discretion and may consult the board/committee chair to make determinations.
- d. Resignation of Members
Board/Committee members who wish to resign their position shall submit a written notification or e-mail to the lead staff support, who shall forward notification to the Town Clerk.