

## H. Attendance Requirements and Quorum

The importance of regular attendance on any board or commission cannot be emphasized enough. Failure to comply with attendance requirements may result in removal from the board. Most boards and commissions have their own bylaws that address attendance requirements. ***The following will apply for those that do not have specific attendance and quorum standards by law or in the bylaws of the board or commission.***

### 1. Attendance

If a member has been absent from two consecutive regular meetings, the chair will advise the member that absence from three consecutive regular meetings could result in termination from the board or commission. If there are three or more consecutive absences from regular meetings, that member should discuss the absences with the other members in advance. If a member is terminated, staff will notify that member in writing within one week following the third absence. Once that member has been terminated, a vacancy exists at which time an appointment shall be made to fill such vacancy.

### 2. Quorum

All board, commission, and committee meetings require a majority of its members to conduct business. Failure to have 51% or more members present will preclude the board, commission or committee from taking any formal action. The Chair shall make the determination as to whether a meeting will be held. Members are cautioned to avoid situations where a quorum of members is present outside of the meetings; this would include, but not be limited to, social gatherings. In such situations, city business should not be discussed to avoid violations of the state's open meetings law.

### 3. No Quorum

Boards and Commissions may adopt a rule establishing a maximum time those present will wait for a quorum to appear, prior to canceling the meeting. Members should inform the staff contact as far in advance as possible if they cannot attend a meeting. If it is known that a quorum will not be achieved, the staff contact should notify all members of that board/commission that the meeting is canceled. In this case, no absence will be recorded against any member. To encourage full participation in meetings by all members and the public, the City Commission encourages boards and commissions to refrain from scheduling meetings on cultural and religious holidays.