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# Refresher on Boards & Commissions rules

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# Attendance requirements

What constitutes an excused absence?

- Injury or illness of a member
- Illness or injury to an immediate family member
- Active military service
- Birth/adoption of a child (for up to 90s days after)
- Must be reported in advance of the next meeting

# Late/partial attendance

- Notify liaison in advance if you will be late or need to recuse on an item
- Must be present for  $\frac{3}{4}$  of the meeting & not cause the commission to break quorum on any action items
- New rules require remote participants to be visible & have 2-way communication the entire meeting. Any technical issues/visibility issues may result in an unexcused absence.

# Meeting cancellations

- If a meeting is cancelled due to lack of a quorum, unexcused absences are still counted.
- A cancellation notice will be posted including:
  - Members that planned to attend
  - Absent members

# Attendance violations

- Unexcused absences for three consecutive meetings
- Missing 1/3 (seven) of all regular meetings in a 12-month timeframe
- Violations are reported to the Clerk's Office
- BC Coordinator notifies the nominating Council Member of their options:
  - Provide an attendance waiver; or
  - An automatic vacancy occurs that requires a new appointment.

# Citizen Communication

- Residents may sign up to speak on general items for three minutes
- General citizen communication is not posted for discussion.
  - Members may ask clarifying questions only
  - May ask staff to report back

# Citizen Communication

- Residents may sign up to speak on all agenda items except for Staff Briefings.
- No public testimony can be made after the public hearing is closed.
  - Example:
    - Member 1: “Chair, I move to close the public hearing”
    - Member 2: “Second”
    - Chair: “All in favor, say aye (or raise your hand)”

# New business – Future Agenda Items

- Members may include an item if:
  - Sponsorship is received from two or more members
- Outside of a meeting, members may also request the Chair to include an item on a future agenda
  - Approval is at the Chair's discretion
  - Copy Kaela on all requests
- Will be placed on next available agenda

# Things to know

- The City Code prohibits boards and commissions from meeting in closed session unless they have received prior approval from the city attorney.

# Things to know

- The Environmental Officer of the Watershed Protection Department is an Ex-Officio member of the Environmental Commission.
- Serves as a technical advisor to the commission

# Committees v. Working Groups

## Committees

- Permanent bodies
- Meet quarterly
- Present annual report to full commission
- Comply with TOMA (post agendas 72 hrs in advance, record meetings, a quorum must be present)
- Only commission members may be appointed (3-5)
- Long term matters
- Dissolves/is formed by amending Bylaws & must be approved by full commission & the Council Audit & Finance Committee

## Working Groups

- Temporary bodies
- No meeting requirements
- Cannot make final decisions – must report back to commission for action
- Does not comply with TOMA
- Less than a quorum can attend (2-5)
- Automatically dissolves after it reports recommendations to commission
- Assigned specific, short-term assignments