

City of Oskaloosa Planning & Zoning Commission

Administrative Attendance Policy - 2020

PURPOSE:

The purpose of the attendance policy is intended to support full contribution of all board members. All board members shall receive a copy of this official policy. The policy has been reviewed and adopted by the board.

PROCEDURE

A. MEETING ATTENDANCE

No member shall be absent for any reason at four (4) or more of the prior twelve (12) regular meetings held. Attendance by members is integral to success of the Planning and Zoning commission. Every member shall make a conscious effort to attend all meetings so that business may be considered in a timely manner. Any member whose employment or personal circumstances unduly interfere with attendance should voluntarily resign. A record of attendance shall be kept by the Secretary and distributed occasionally to members for review.

B. RESPONSE TO VIOLATION OF ATTENDANCE POLICY

Staff will keep track of the attendance of all board members. If any board member does not meet the attendance policy, Staff will notify the Chair and all committee members. The Chair will initiate the following steps:

1. Ask the committee member if he/she would like to resign from the Planning and Zoning commission.
2. If he/she would like to remain on the commission, the Chair will schedule a vote of the committee on whether the member should be removed from the Planning and Zoning commission.
3. If the committee votes to remove the member, then the Chair shall provide a recommendation to the Mayor to terminate the member.
4. If the Mayor approves the resignation, then a written notification will be sent to the terminated member about the decision per the terms of the Attendance Policy.

If a Member is removed from the Planning and Zoning commission, that position shall be considered vacant and a new Member shall be appointed to the commission in accordance with the Oskaloosa City Code.