

City of Oskaloosa Board of Adjustment

Administrative Attendance Policy

**PURPOSE:**

The purpose of the attendance policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy has been reviewed and authorized by the board (see signature and date below).

Land 1  
Moore 2      A11

**PROCEDURE**

**A. MEETING ATTENDANCE:**

Attendance by Members is integral to success of the Board of Adjustment. Every member shall make a conscious effort to attend all meetings. The attendance requirements are set as follows:

Each member is required to attend a minimum of 75 percent of the regularly scheduled meetings. When calculating the attendance record, this policy shall apply to the most recent eight regularly scheduled board meetings, meaning that each member is required to be present at a minimum of six of the previous eight consecutive meetings.

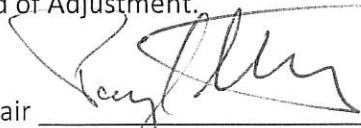
**B. RESPONSE TO VIOLATION OF ATTENDANCE POLICY**

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

1. Ask the board member to resign from the Board of Adjustment.
2. Take a vote of the board to recommend removal of the member from the Board of Adjustment.
3. If the board votes to recommend removal, 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 Board of Adjustment, that position shall be considered vacant and a new Member shall be appointed to the commission in accordance with the Oskaloosa City Code.

Board of Adjustment Chair's Signature indicating authorization and adoption of attendance policy by Oskaloosa Board of Adjustment.

Perry Murry, Chair 

Date 6/7/18