



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### REPORT TO COUNCIL

#### **SUBJECT**

Boards and Commissions Semi-Annual Attendance Report, July - December 2017 (Information Only)

#### **DISCUSSION**

The semi-annual report of all City boards and commissions shows the attendance of each member at both regular and special meetings. The report shows attendance for July to December 2017 and for the past 12 months as required by Council Policy 7.2.19, 2.H.(II).

The next attendance report will be provided to Council in July 2018, for the period of January - June 2018.

#### **EXISTING POLICY**

**Council Policy 7.2.19, 2.H.(II):** Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members. Unexcused absences from three consecutive regularly scheduled meetings, or from more than 25% of all regularly scheduled meetings over any twelve-consecutive month period, shall result in that member's seat being declared vacant by the City Clerk. The percent of regularly scheduled meetings attended shall only be shown for board and commission members having been in office at least six months.

**City Charter Section 1005:** If a member of a board or commission has three consecutive absences from regularly scheduled meetings, unless by permission of the board or commission expressed in its minutes, the Council will declare the member's seat vacant.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

Prepared by: Kathleen Franco Simmons, City Clerk  
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Approved by: Kent Steffens, City Manager

#### **ATTACHMENT**

1. Board and Commission Semi-Annual Attendance Report (January - December 2017)