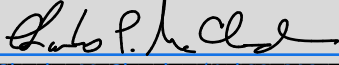


| CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY | | | HR-AP -28 |
|--|---|---------------------------------------|------------------------------------|
| TOPIC | ATTENDANCE POLICY FOR CITY COUNCIL APPOINTED COMMISSIONS AND COMMITTEES | | |
| Approved by:  Charles McClendon (Jul 22, 2025 08:19 PDT) Charles McClendon, City Manager | | Distributed by Human Resources | Original Date July 22, 2025 |
| | | | Revised |

Purpose:

To ensure accountability and consistent participation by appointed commission/committee members in commission/committee meetings and to provide a clear process for reporting and addressing absences.

Policy:

1. Scope of Application

This policy applies to all regularly scheduled commission/committee meetings as established in the Cathedral City Municipal Code . This policy excludes special meetings, emergency sessions, workshops, and joint commission/committee meetings unless specifically designated as mandatory by the City Manager.

2. Notice of Absence

If an appointed commissioner/committee member is unable to attend a scheduled meeting, the commissioner/committee member is required to notify the assigned commission/committee staff liaison via email at least 24 hours in advance, when possible. The email must include the reason for the anticipated absence.

3. Unplanned Absences

In the case of emergencies or unforeseen circumstances that prevent prior notice, the commissioner/committee member must notify the staff liaison via email as soon as reasonably possible following the missed meeting, providing an explanation for the absence.

4. Categories of Absences

Absences shall be classified as either excused or unexcused:

Excused Absences:

- Personal or family illness
- Work-related conflicts that cannot be rescheduled
- Family emergencies
- Pre-planned personal travel communicated in advance
- Other extraordinary circumstances approved by the City Manager

Unexcused Absences:

- Failure to attend without prior notification
- Absences for reasons not meeting excused criteria
- Failure to provide notification within required timeframes

5. Documentation of Absences

The staff liaison shall maintain records of all commissioner/committee member absences, including the date of the meeting, the reason provided, and the classification as excused or unexcused. These records shall be retained for a minimum of 12 months.

6. Threshold for Excessive Absences

If an appointed commissioner/committee member is absent from three (3) consecutive regular meetings or from twenty-five percent (25%) of the duly scheduled meetings within one fiscal year, the staff liaison shall report the absences to the City Manager.

7. City Manager Review and Notification

Upon receipt of a report indicating excessive absences, the City Manager shall notify the City Council member who nominated the commissioner/committee member and confer with them on what actions will be required in accordance with the city's municipal code. For those Commissioners/Committee members appointed by the full body, the City Manager shall notify the City Council and seek direction on what actions will be required in accordance with the city's municipal code. Actions may include outreach to the commissioner/committee member, a formal warning, or a recommendation for removal.

8. Reporting on Agendas

Each City commission/committee shall include a standing agenda item on its regular meeting agendas for reporting commissioner/committee member attendance, listed as a "receive and file" item. The attendance reports from each commission will be collected by the City Clerk and compiled into a consolidated "receive and file" document, which will be placed on the City Council's meeting agendas on a regular basis to promote transparency and maintain accurate records.

9. Commissioner/Committee Member Acknowledgment

All newly appointed commissioners/committee members shall receive this attendance policy as part of their appointment orientation materials and must sign an acknowledgment form confirming they have received, read, and understand the policy requirements.

Effective Date: This policy shall take effect immediately upon adoption and shall be included in onboarding materials for all newly appointed commissioners.






HR-AP 28 Cathedral City - Attendance Policy for City Council Appointed Commissions and Committees

Final Audit Report

2025-07-22

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