

**Interim Police Chief's Vehicle Stop Committee  
Meeting Schedule and Attendance Considerations  
May 14, 2019**

**All 2019 meetings scheduled for the second Tuesday of the month, from 5:30 – 7 p.m., in the Mezzanine Conference Room, City Hall.**

- June 11
- July 9
- August 13
- September 10
- October 8
- November 12
- December 10

**Does the Committee need an attendance policy?**

*Boards and Commissions established by City ordinance* and appointed by the City Council tend to have provisions resulting in automatic forfeiture of office for frequent, unexcused absences. For example:

- Columbia Vision Commission – three consecutive unexcused absences or four unexcused absences from regular meetings during a calendar year
- Mayor's Council on Physical Fitness – unexcused absences from 50% of regular meetings in a calendar year
- Convention and Visitors Advisory Board – unexcused absences from 25% of regular meetings or three consecutive unexcused absences in a calendar year

The chair has authority to excuse an absence when notified before a meeting takes place. When a position is forfeited, the chair notifies the City Council and Council members act to fill the vacancy.

*Committees established by Council resolution* and appointed by the City Council tend NOT to have provisions relating to attendance

**Committee considerations**

- The Vehicle Stop Committee is established and appointed by the Interim Police Chief
- At this time, the Committee's length of operation is not defined
- At this time, the Committee has no continuing experience with member attendance
- There is an expectation that Committee members will devote the time needed to their charge