

To: CCLT Board
From: City staff
Subject: Draft CCLT Board Member Attendance Policy Report
Date: 10/28/2019

Summary

This memo summarizes the provisions for a draft "CCLT Board Member Attendance Policy" as requested by CCLT Board Member Susan Maze. City staff plans to provide background info on other City Board and local organization board member attendance policies, as well as a recommendation for formally including within the CCLT's Bylaws. Once general agreement is achieved by the CCLT Board, staff will request the CCLT attorney draft a formal resolution for inclusion within the CCLT Bylaws.

Other City Board and Commissions have the following thresholds for "forfeit" of position within their guidelines:

Housing and Community Development Commission:

- Absent and unexcused from 25% of meetings held within a calendar year.
- Absent and unexcused 3 consecutive meetings.

Public Transit Advisory Commission:

- Absent and unexcused absence from 25% of the previous years' meetings.

Youth Advisory Council:

- Unexcused absence from 3 regular meetings held within a calendar year.

Airport Advisory Board:

- Absent and unexcused absence from 2 meetings within the previous 12 months.
- Absence (excused or not) from 3 meetings within the previous 12 months.

Planning and Zoning Commission:

- Absent without being excused from three (3) regular meetings in any 12 month period.
- 5 or more excused or unexcused absences within a 12 month period.

Staff Recommendation

The Columbia Community Land Trust Board is a unique board since it serves in the capacity as being a governing body, rather than a recommending board. The CCLT Board has the fiduciary responsibility for policy decisions impacting the long-term organizational viability and financial stability of the Columbia Community Land Trust, therefore staff is recommending more restrictive attendance guidelines similar to the Airport Advisory Board. City staff recommends the CCLT Board direct staff to work with the CCLT Attorney to draft the following attendance policy provisions to be included within its Bylaws:

CCLT Directors shall automatically forfeit their position as a Director of the corporation upon being absent and unexcused for two (2) regularly scheduled monthly meetings within the previous 12 months. CCLT Directors shall also automatically forfeit their position as a Director of the corporation for being absent (whether excused or not) for three (3) regularly scheduled meetings within the previous 12 month

period, unless a simple majority of the board votes to suspend this provision because the board member's excused absence is deemed as beyond the board member's control.

Upon obtaining general agreement from the CCLT Board, staff will work with the CCLT attorney to draft a formal attendance policy to be included within the CCLT's Bylaws.