

## **HEALTH COMMISSION ATTENDANCE POLICY**

### **Introduction**

In August 2006, the Board of Supervisors adopted Resolution 502-06, urging each City board, commission and advisory body ("Policy Body") to adopt an internal policy regarding members' attendance at meetings of the body and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006. The Board of Supervisors resolution urges that such policy address "how and when members are to be excused from attending particular meetings" and "when the body is to report a member's excessive absenteeism to the appointing authority." On September 18, 2006 the Mayor issued a directive to Department Directors and Commission Secretaries urging them to incorporate specific baseline standards of commissioner attendance in their policies and procedures as appropriate. The appointing authority shall determine whether and how to take absences (whether notified or not) into account in making future decisions regarding member appointments or tenure.

### **Purpose**

The following policy is designed to establish minimum attendance standards for appointed members of the Health Commission.

### **Attendance Requirements**

Except in the event of a notified absence (defined below), each member of the Health Commission is expected to attend each regular or special meeting of the Health Commission. The Health Commission Executive Secretary shall maintain a record of members' attendance.

### **Notified Absences**

A member's absence shall constitute a "notified absence" where the member, in advance of the meeting, informs the Health Commission Executive Secretary or other person whom the Health Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Health Commission Executive Secretary as soon as reasonably possible. The Health Commission Executive Secretary shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

### **Report to the Appointing Authority**

The Health Commission Executive Secretary shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority. The report will include attendance at the Health Commission's Joint Conference Committee meetings and Budget Committee meetings.

### **Annual Attendance Report**

At the end of each fiscal year, the Health Commission Executive Secretary shall submit a written report to the appointing authorities of the Health Commission's membership detailing each Health Commissioners attendance at all meetings of the Health Commission for that fiscal year.