

Examples of Commission Attendance Standards from Other Jurisdictions

Hawai'i State Boards and Commissions (HRS §92-15.5):

- (a) Notwithstanding any law to the contrary, the term of a board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact board business. The chair or acting chair of the board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. The vacancy shall be filled in the same manner as the original appointment.
- (b) This section shall not apply to ex officio members of a board.
- (c) Notwithstanding the definition of "board" in section 92-2, this section shall apply only to a state board and shall not apply to a board of any political subdivision of the State or whose authority is strictly advisory.

Maui County Planning Commission Rules (§12-201-28):

No member shall be absent for the service of the commission, unless the member is sick or otherwise unable to attend and has so advised the chairperson prior to the meeting. In accordance with subsection 13-2.5 of the revised charter of the County of Maui (1983), as amended, the chairperson shall request that the mayor recommend to the council the removal of any member who misses 50 percent or more of the commission's regular meetings over any 120-day period.

Kauai County Planning Commission Rules (§1-2-24):

No member shall be absent from the service of the Commission, unless the member has so advised the Chair prior to the Meeting or be sick and unable to attend.

Roy City, Utah Planning Commission Rules:

Every member of the Commission shall attend the meetings of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall call the same to the attention of the Chair. If a member of the Planning Commission is absent from three consecutive regular or work session meetings or four regular or work session meetings within a calendar year without being excused by the Chair, the Chair may recommend to the City Council that the member be removed from the Commission for cause. A member may be removed from office for misconduct or failure to comply with attendance requirements by an affirmative vote of the majority of the City Council.

Cashmere, Washington Planning Commission Rules (Section 2.48.040):

Any commissioner anticipating to be absent from any planning commission meeting shall notify the secretary at least 24 hours in advance. The secretary shall document the notice in the minutes of the planning commission meeting and provide immediate written notice to the mayor when any commissioner fails to attend three consecutive regularly scheduled meetings or five regularly scheduled meetings in a calendar year. The mayor shall review and consider the commissioner notices of intended absence, if any, and decide whether the commissioner should be removed from the planning commission. In the event the mayor determines that the planning commission member should be removed from the planning commission, the mayor shall provide notice of this written decision to the planning commission secretary, chairperson, and the removed planning commission member within 15 days following receipt of the written notice from the secretary.

Hilton Head, South Carolina Commission Rules:

Commissioners are expected to attend all Commission meetings and all Committee meetings to which they are appointed. If a Commissioner is unable to attend a meeting, the Chairperson or Secretary of the Commission shall be notified in advance of the scheduled meeting. The Chairperson will determine if the absence is excused or unexcused. The Secretary shall keep records on an annual basis of the number of unexcused absences of members. If a Commissioner has a total of three unexcused absences from the annually scheduled regular meetings, the Commission shall consider and may recommend to the Town Council that the Commissioner's appointment be revoked. The Town Council may remove a Commissioner for cause, according to Section 2-13-70(b) of the Code of the Town of Hilton Head Island. The cause may include, but shall not be limited to, nonattendance at the Commission's meetings.