



# CITY OF MARCO ISLAND

To: City of Marco Island Committee and Board Members  
From: Joan Taylor, City Clerk  
Date: January 10, 2024  
Re: Committee and Board member attendance  
Cc: City Council, City Manager, Committee Staff Liaisons

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## VIA EMAIL

We wish to call attention to the City's policy requiring meeting attendance and participation with Committee and Board members. It is the City's policy that members of Committees and Boards are expected to attend meetings, in person, and to participate. Members' cooperation with this policy is crucial for the Committee to perform in their role and meet City Council expectations.

Section 2-206 of the Code of Ordinances, states that absence from 30 percent of the meetings held by a Board, Committee, or Commission within any 12-month period, which period shall be considered to be the 12-month period immediately prior to and including the day of the last absence, shall automatically operate to vacate the seat of a member.

The City Council defined 30 percent of most Committee meetings to be 3 meetings. The number of absences is adjusted based on the established meeting schedule of that Committee or Board. <sup>1</sup>

Members may request to appear at a Committee or Board meeting using Communication Media Technology (CMT) based on the following conditions<sup>2</sup>:

- The City has the ability to establish the appearance by CMT; and
- A physical quorum<sup>3</sup> has been established for that Committee; and
- The meeting is not quasi-judicial in nature; and
- Committee members who are physically present and voting must, by majority vote authorize appearance by CMT which will be recorded in the minutes.

The appearance by CMT will not be considered an absence if the above criteria are met.

The City Liaison shall track member attendance and notify the City Clerk once a member approaches the 30 percent absentee rate. As a courtesy, the City Clerk shall provide notice to the identified Committee or Board member, their respective Committee's Chairperson and Council member.

If the member continues with absences to the 30 percent criteria, that member shall be vacated, and the City Council shall nominate a replacement.

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<sup>1</sup>City Council, February 22, 2005, Motion carried 7-0 to approval of Board and Committee Handbook

<sup>2</sup>Resolution 20-21, July 20, 2020; CMT is defined as telephone or video conference.

<sup>3</sup>Section 2-206: Quorum: A majority of all members appointed to the board, committee, or commission shall constitute a quorum for the transaction of business unless otherwise required by the ordinance or resolution authorizing the establishment of a particular board, committee, or commission.