

Attendance and Tardiness Guidelines

Contra Costa County Community Advisory Board on Realignment (CAB)

Based on Operating Guidelines, amended December 2023

1. Importance of Attendance and Punctuality

Regular, on-time attendance is essential for CAB to effectively advise the Community Corrections Partnership (CCP) Executive Committee. Consistent participation ensures continuity, informed decision-making, and community representation. Punctuality supports efficient, respectful meetings.

2. Meeting Schedule and Quorum

- **Meetings:** Monthly on the second Thursday, 10:00 a.m.–12:00 p.m., typically at the Probation Department, 50 Douglas Drive, Martinez, CA. (Confirm schedule and location on the official CAB page.)
 - **Quorum:** A quorum is established when a majority (50% plus one) of CAB members are present. As the CAB consists of 12 seats, at least 7 members must be in attendance to conduct business. Once quorum is met, actions may be taken by a majority vote of those present.
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3. Attendance Requirements

- **Full CAB Members:** Must attend all regular CAB meetings.
 - **Subcommittee Members:** Must attend all regular subcommittee meetings.
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4. Absence Policy

a. Notification

Notify the Office of Reentry and Justice (Gariana & Patrice) and CAB Chair by email, ideally 24–48 hours in advance.

b. Excused Absence (examples include):

- Illness or medical emergency (self or family)

- Family emergency
- Unavoidable professional conflict
- Pre-approved leave
- Jury duty or court obligation

c. Unexcused Absence:

- No prior notice
- Insufficient reason (e.g., forgot, no explanation)
- Pattern of non-engagement

d. Absence Limits:

- Up to **3 absences** (excused or unexcused) allowed per year.
 - At **4 absences**, CAB will review the member's participation.
 - Applies separately to both CAB and Subcommittee meetings.
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5. Tardiness Policy

- **Notification:** Members should notify the Office of Reentry and Justice and CAB Chair if arriving late, with estimated arrival time.
 - **Impact:** Late arrivals may delay meeting start if quorum is not met.
 - **Chronic Tardiness:**
 - Repeated lateness may prompt a private discussion.
 - Ongoing issues may contribute to a review under the absence policy.
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6. Re-Eligibility

Members removed for excessive absences may reapply through standard CAB application processes.