

## Section 2. Attendance

### 2.1 Attendance requirements:

~~1.a)~~ Regular attendance at Commission meetings is mandatory for all Commission members.

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#### 1. Unexcused Absences:

~~A Commission member who has four (4) unexcused absences from is required to contact the Commission Chairperson and the administrative assistant at least 24 hours before a regularly scheduled meeting if they are unable to attend. Failure to do so will result in an unexcused absence. A Commission member who has four (4) unexcused absences from a regularly scheduled full Commission meetings~~commission meeting in any consecutive twelve-month period, as opposed to calendar year, ~~shall~~will be deemed to have automatically resigned from the Commission. In such event, the ~~former~~ Commission member's status will be noted at the next ~~scheduled~~ Commission meeting and ~~shall be~~ recorded in the Commission's meeting minutes. The Commission Chairperson shall, without further direction from the Commission, apprise the appointing Supervisor and request the Board of Supervisors ~~of to~~ remove the member's resignation appointee and request the appointment of a replacement.

~~A Commissioner's~~

#### 2. Excused Absences:

~~1. A Commission member's~~ absence from a regularly scheduled Commission meeting may be excused ~~in the case of an unforeseen, extraordinary circumstance, including to include~~ but not limited to major illness, natural disaster, or civil unrest. ~~Commissioners and unexpected family emergencies. They also include some unscheduled absences, such as surgical procedures, jury duty, funerals, and scheduled vacations. Commission members shall obtain consent from the Chair~~Commission Chairperson at least one day prior to the meeting, for any planned absences. Excused absences will be recorded in the meeting minutes as an "excused absence".

~~b) Each Commissioner will ensure that when s/he attends Commission-sponsored meetings (excluding Commission and Commission Committee meetings) or activities representing her/himself as a Commissioner, s/he expresses only those views approved by the Commission.~~

~~c) Regular attendance of one standing Commission Committee, with the exception of Executive Committee, is mandatory for all Commission members.~~

~~1) A member who has four (4) unexcused absences from regularly scheduled Commission Committee meetings in any consecutive twelve-month period shall be deemed to have resigned from the Committee. In such event the former Committee member's status will be noted at the next scheduled Committee meeting and shall be recorded in the Committee's minutes. The resigned member shall choose a different Committee on which to serve.~~

#### 3. Leave of Absence:

A Commission member who does not wish to resign and needs a leave from

the Commission commitments may request a leave of absence for illness or personal reasons for a period of up to three (3) months. The request must be submitted in writing to the Commission Chairperson, who will inform the appointing Supervisor. A Commission member may request an extension to their leave by submitting a request in writing to the Commission Chairperson, who will forward the request to the appointing Supervisor for approval.