

# Attendance and Tardiness Guidelines

## Contra Costa County Community Advisory Board on Realignment (CAB)

*Based on Operating Guidelines, amended December 2023*

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### 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.

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### 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.

**e. Attendance Review Process**

- After a **second absence**, the CAB Chair will send a courtesy notice to review the attendance policy, gently remind the member of the operating guidelines, and offer support if needed.
- After a **third absence**, the CAB leadership team will issue a final reminder, offering an opportunity to discuss leave options or the potential consequences of continued absences.
- If a **fourth absence** occurs, the full Board will conduct a formal review to assess the member's participation and determine whether removal is appropriate.

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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.