



## MEMORANDUM

**To:** City Council

**From:** Ashley Owens, City Secretary

**Date:** July 12, 2022

**Reference:** Consider declaring a vacancy on the Library Board pursuant to Section 2-1-4(E) of the Code of Ordinances.

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### **Introduction:**

Mr. Sekhar Katkam is a regular member of the Library Board. Mr. Katkam was appointed to the board at the start of 2022, and his two-year term will expire at the end of 2023.

### **Analysis:**

Mr. Katkam was absent from the regularly scheduled meetings held by the Library Board in February, March, and June.

Section 2-1-4(E) of the City's Code of Ordinances states, "If a board member is absent for three consecutive regularly scheduled meetings, or if a board member is absent for 25 percent of the regularly scheduled meetings within a 12-month period, the position shall be declared vacant, and the vacancy shall be filled for the remainder of the unexpired term by the city council within 30 days after the vacancy occurs."

The City Secretary's office is responsible for tracking absences of all boards and commissions members. At the second absence, a courtesy letter is sent to the board member reminding them of the attendance policy.

This item was placed on the City Council agenda for the June 14, 2022, regular meeting. At the request of City Council, the item was postponed to the July 12, 2022, regular meeting.

### **Recommendation:**

None.