



MEMORANDUM

To: Mayor and City Council

From: Mike Land, City Manager

Date: December 14, 2021

Reference: Discussion regarding Mayor and City Council attendance policy

A question has been asked regarding procedures for City Council absences.

Section 3.06(B) of the Home Rule Charter states:

“Forfeiture. A member of the City Council shall forfeit his or her office if such person:

1. During his or her term of office lacks any qualification at any time for the office prescribed by this Charter or by law;
2. Violates any express prohibition of this Charter;
3. Is convicted of a crime involving moral turpitude; or
4. Fails to attend three (3) consecutive regular City Council meetings without being excused by the City Council.

The City Council shall be the final judge in matters involving forfeiture of office.”

A member of City Council can request their absences be excused via City Council action. As stated in the charter, City Council has discretion regarding what is considered an excused absence.

After the third unexcused absence, the city would have to consider the seat forfeited and vacant, and then call a Special Election.

At the request of Councilmember Biju Mathew, this item has been placed on Work Session.