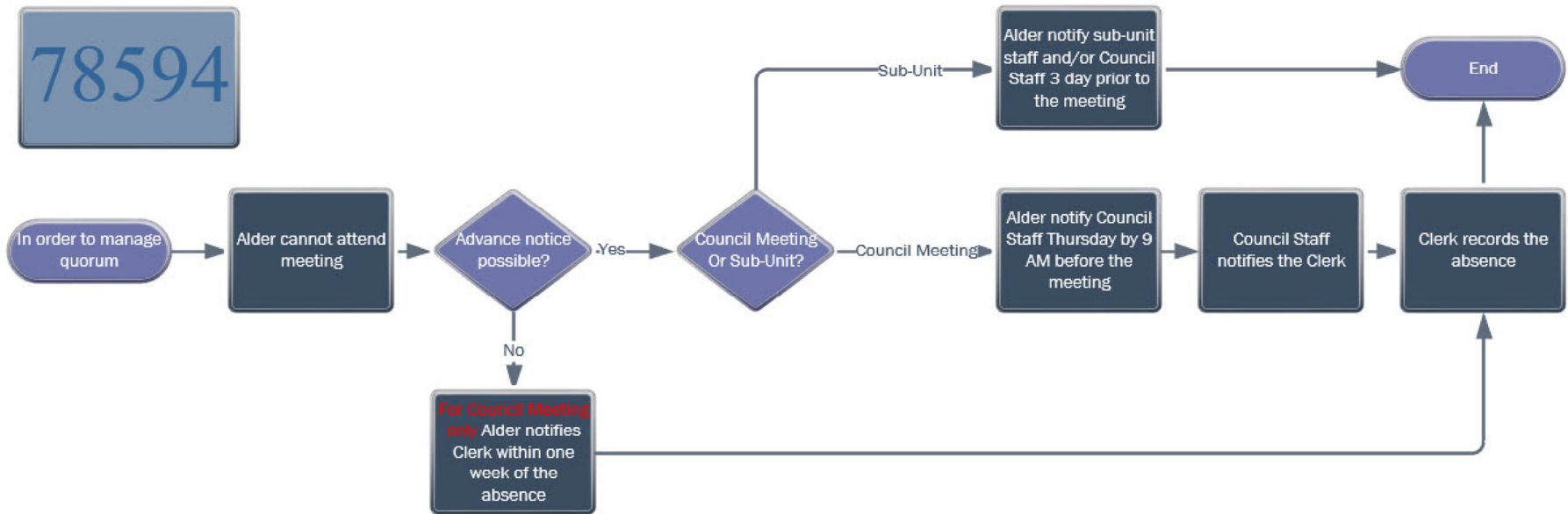


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Every alder who for whatever reason cannot attend a regularly scheduled meeting of the Common Council shall notify Common Council Office staff of such absence by 9:00 a.m. the Thursday prior to the meeting in question; Common Council Office staff shall then notify the City Clerk of the absence. All such absences shall be entered in the record of the Common Council as excused. In cases where unavoidable circumstances make such advance notice of absence impossible, the notification of excused absence shall be filed with the City Clerk within one week of the absence and entered in the record of the Common Council Any alder who because of an emergency cannot file prior notification of absence may be excused by orally notifying, at any time prior to or during the meeting, an alder or the City Clerk who shall so advise the Common Council. Any alder who will be absent from a meeting of a Sub-unit shall notify the Common Council Office staff and/or the sub-unit staff of their absence; within three (3) business days prior to the meeting in question.