

PCOB Attendance Policy

- (1) *Expectation of Attendance.* Attendance of all members of the PCOB at Full Board meetings is expected. This expectation includes informing the Chair or Vice-Chair as well as the Independent Monitor of any anticipated absences before a scheduled meeting is noticed to begin. This Expectation of Attendance monitored and recorded through consistent and regular attendance taken at all meetings of the PCOB and its subcommittees.
- (2) *Failure to meet Expectation of Attendance.* If a member has two (2) consecutive absences from scheduled meetings of the full board, or 2 consecutive absences from meetings of a subcommittee of the Board that they are a listed member of, that member will be considered “on notice” of their failure to meet the Expectation of Attendance. A member is no longer considered “on notice” once they have attended one scheduled meeting of the full Board or subcommittee of the Board that they are a listed member of, since being put “on notice.” An “on notice” member will be made aware of their “on notice” status as soon as possible by the OIM or PCOB leadership.
- (3) *Informal Notice.* If a member is struggling to maintain consistent attendance, an informal discussion will be had with the member or a representative of the member’s nominating community organization, the Independent Monitor, and either the Chair or Vice-Chair. This discussion will be had outside of a public meeting and only the above listed persons will be present, a total of three (3) people, to avoid potentially forming a quorum of any subcommittees as well as to respect the privacy of the member and encourage an open and honest discussion of their ability to attend meetings. “On notice” members who are struggling to maintain regular attendance of subcommittees they are a listed member of will be given the opportunity to step down from those subcommittees to ensure such subcommittees can consistently make quorum.
- (4) *Formal Notice.* In the event that a voting member of the Board is absent from three (3) consecutive Full Board meetings, **or** absent from five (5) out of twelve (12) full Board meetings, the Independent Monitor and Chair of the PCOB will provide a jointly-prepared formal notice to the Mayor and Common Council of the member’s absences. For purposes of this reporting only, a called meeting that is not held due to lack of a quorum shall count toward a missed meeting by any member not present. This jointly-prepared formal notice shall include a recommendation from the PCOB and OIM that removal or replacement of the member should be considered. The Mayor will then, in accordance with MGO 33.01(8)(b), take appropriate action to secure the attendance of such member.
- (5) *Updated Formal Notice.* Starting seven calendar days after the formal notice has been delivered, every consecutive absence by the Formally Noticed member will trigger an updated notice being sent to the Mayor and Common Council. This updated notice will note the additional absences that have occurred since the last notice to maintain a complete record for the Mayor and Common Council in considering any recommendation to remove or replace the member.
- (6) In the event that the Chair of the PCOB is habitually absent, their role in this notice procedure will be carried out by the Vice-Chair of the PCOB and vice versa.