

## 1-3-16 Board Procedures

Except as expressly prohibited by state law, the Council shall adopt rules of attendance and forfeiture of office for all town appointed boards and commissions.

Adopted by the Town Council: April 14, 2010

### Attendance at meetings of all Boards and Commissions:

The Town Council has adopted a formal Attendance Policy, applicable to all Town Boards and Commissions. In the past the policy has been expressed differently to members of Boards and Commissions depending on the position an individual held and depending on the appointment to either a regular or alternate position.

The Council has determined the need for **all** members to be of regular attendance regardless of their voting status at the meetings. There will be times that require an alternate member to fill in for a regular member and to cast a vote. By requiring regular attendance all members shall be able to cast their vote based on a well informed decision. Exception: Alternate members of Boards and Commissions that are Councilors are not required to attend those meetings.

This not to say that members cannot miss a meeting, it is stating, that members should be actively involved in the Board or Commission that they requested to be appointed to.

Any member unable to attend a meeting for any reason must notify the Chairperson of that Board or Commission to receive an excused absence. Unexcused absences shall be treated in the same manner as unexcused absences on the Town Council (see below) per Town of Bedford Charter. Board and Commission unexcused absences will be referred to the Council along with the Board/Commission Chairman's recommendation for continuation or dismissal. The Council's determination will be provided to the member in writing. (This is a means of applying the Charter to Boards and Commissions.)

### 1-3-4

A majority of the Council may after investigation and hearing ***declare a vacancy if a member has missed three (3) regularly scheduled meetings in sequence without leave of the Council; has missed one-third (1/3) of all meetings within a calendar year without leave of the Council;*** has Interfered with administration, falsified records, misapplied town funds or property; or is guilty of public conduct the result of which would bring loss of respect for the Council or the Town of Bedford.