

**I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2020-03-04/R-3) adopted by the Chapel Hill Town Council on March 4, 2020.**

**This the 5<sup>th</sup> day of March, 2020.**

*Amy T. Harvey*

**Amy T. Harvey  
Deputy Town Clerk**



**A RESOLUTION TO AMEND THE ADVISORY BOARD MEMBERSHIP POLICY'S ATTENDANCE SECTION (2020-03-04/R-3)**

WHEREAS, on January 8, 2020, Carl Schuler petitioned the Council to amend the advisory board attendance policy to allow (overnight) work to be considered an excused absence; and

WHEREAS, the Council Committee on Boards and Commissions met on February 18, 2020. The Committee recognized that members' work may take them away from their volunteer duties, and the need for the board to maintain quorum and deliberate on the matters before them; and

WHEREAS, the Committee also identified the intended trigger for the loss of membership status was three consecutive meetings, not more than three consecutive meetings; and

WHEREAS, the Committee recommends that the Council amend the Advisory Board Membership Policy's attendance section.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council amend the Advisory Board Membership Policy's attendance section as follows:

"Any member of the board, commission or committee who misses ~~more than~~ three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the board, commission or committee, and shall be replaced by the Council or Orange County Board of Commissioners, as appropriate, provided that special extenuating circumstances may be considered by the full membership of the board, commission, committee and/or the Council prior to automatic removal, on a case by case basis. Absence due to sickness, death, or other emergencies of like nature shall be recognized as excused absences, and shall not affect the member's status on the board, commission or committee, except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

The attendance provision also applies to any member of a board or commission that does not have regular meetings, or any alternate member of a board or commission that does meet regularly, who misses ~~more than~~ three (3) consecutive meetings or more than half the meetings in a calendar year at which their attendance is expected.

Advisory Board or Commission's Chair and staff liaison shall ~~to~~ reach out to a member who has two consecutive unexcused absences to alert the member of the attendance clause. Notification shall also be sent to Mayor and Council and Town Clerk. Upon the third consecutive regular meeting absence, the chair or staff liaison shall send another notification to the member, Mayor and Council, and Town Clerk."

This the 4<sup>th</sup> day of March, 2020.