

Cultural Affairs Commission Meeting Attendance Requirements

**Cultural Affairs Commission
November 16, 2017**

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Office of Cultural Affairs**



City of Dallas

Meeting Attendance Requirements

- Dallas City Code Section 8-20 provides for attendance requirements for all City boards and commissions
 - A member of a board that meets monthly, who is absent from more than 25 percent of the regular meetings during any 12-month period, **whether excused or not**, shall result in a forfeiture
- For the Cultural Affairs Commission, typically **3 absences** during any 12-month period will result in forfeiture (typically 10 regular meetings per year)



Scenarios

Scenario 1	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17		Total Meetings	Absences	% Absent
Regular Meetings	No Meeting	Present	Absent	Present	Present	Present	Present	No Meeting	Absent	Present	Absent	Present		10	3	30.0%

Position forfeited due absence from more than 25% of regular meetings during 12-month period

Scenario 2	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18		Total Meetings	Absences	% Absent
Regular Meetings	Present	No Meeting	Present	Absent	Present	Present	Present	Absent	No Meeting	Present	Present	Absent		10	3	30.0%

Position forfeited due absence from more than 25% of regular meetings during 12-month period

Scenario 3	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18		Total Meetings	Absences	% Absent
Regular Meetings	Present	No Meeting	Present	CANCELLED	Present	Present	Present	Absent	No Meeting	Present	Present	Absent		9	2	22.2%

Member remains on the commission



Scenarios

Scenario 4	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18		Total Meetings	Absences	% Absent
Regular Meetings	Present	No Meeting	Absent	Present	Present	Present	Present	Absent	No Meeting	Present	Present	Absent		10	3	30.0%
Special Meetings	Present			Present						Present				3	0	0.0%
Total Meetings														13	3	23.1%

*Position forfeited due absence from more than 25% of **regular meetings** during 12-month period*

Scenario 5	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17		Total Meetings	Absences	% Absent
Regular Meetings	Present	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent	Present		12	3	25.0%

*Member remains on the commission (must be absent from **more than** 25% of regular meetings during 12-month period)*



Additional Meeting Attendance Requirements

- Dallas City Code Section 8-21 requires that:
 - A member who leaves a board meeting after the board has been duly called to order and is absent for the remainder of the meeting, without first obtaining the consent of the chair, shall be charged with an unexcused absence for that meeting. The consent of the chair may be given only in an emergency beyond the control of the member that requires the member to leave the meeting.
 - If a member is absent from more than 50 percent of a regular meeting, the member will be deemed absent and the absence will count against the member, unless the board, by rule, provides otherwise.

