

b. Attendance Guidelines

The following guidelines outline attendance. If a member's absences exceed the numbers below, he or she will be dismissed.

- For Public Bodies with more than 11 meetings on their annual meeting schedule: Members will be allowed **three** absences within a calendar year.
 - For Public Bodies with 11 or fewer meetings on their annual schedule: Members will be allowed the number of absences **totaling one-third** (rounded up to the nearest whole number) of the total number of meetings in that period, within a calendar year.
- i. Town support staff will retain an ongoing attendance record. Those members approaching the maximum allowable absences should be notified by the Town support staff as follows:
 - Two or less absences until dismissal – Courtesy Letter issued within 48 hours of meeting absence triggering notice
 - One absence until dismissal – Warning Letter issued within 48 hours of meeting absence triggering notice
 - ii. After verifying attendance records, the Town support staff should provide notice to the Chair or Vice Chair. The staff support person will notify the member of their dismissal within 48 hours of the absence triggering the dismissal. A copy of the notice should be forwarded to the Town Clerk and kept on file.

c. Exceptions

- i. Extraterritorial Jurisdiction Members, specifically:

For members appointed to represent the Planning and Zoning Board, the Wake County Board of Commissioners will be notified that the member has not maintained the standard for attendance and that the Town requests the member be replaced. The Town will forward a recommendation for a replacement along with this notification.
- ii. Exceptions to attendance guidelines may only be made by Town Council upon the request of a committee member. Exceptions may be made for additional absences incurred related to extenuating circumstances above the number of absences allowed. Council may grant exceptions at their discretion and may consult the committee chair to make determinations.
 - a. The committee member requesting an attendance exemption must request, in writing (e-mail acceptable) to the Town Clerk, an exemption within 72 hours of receipt of the notice of dismissal.
 - b. Only committee members with one complete year of service in which attendance requirements were completed are eligible to request an exemption.
 - c. Committee members must have demonstrated active participation and involvement in committee meetings and activities during other meetings. Minutes of meetings illustrating the committee participation in discussions and