

### **30.101 ATTENDANCE POLICY**

**Purpose:** The purpose of this policy letter to establish a uniform and equitable system for all committees and sub-committees of city government with respect to attendance at regularly held meetings. The council intends for appointed committee members to actively participate and attend meetings. City government operates best when information is gathered, discussed and brought to the council for action through the committee process. Committee members serve a vital role in the effective functioning of government. Members who repeatedly miss meetings do not positively contribute to this process. This policy may be amended at any time at the sole discretion of the city council.

**Scope of Policy:** This policy applies to all members who serve on either committees and/or sub-committees designated by the city council of the city of Lanesboro.

**Absenteeism Policy Statement:** Hereafter, if a person serving on a committee misses three regularly scheduled meetings in a calendar year, he/she shall be removed from serving on that particular committee. Special meetings do not apply to this policy.

**Enforcement:** The chairperson, or acting chairperson of the committee will notify any member who is in violation of this policy, that they have been removed from serving. The affected member may appeal the dismissal to the council.