

ATTENDANCE POLICY FOR CITY BOARDS AND COMMISSIONS
OAK RIDGE, TENNESSEE

1. Attendance Record

The Secretary of each Board and Commission authorized by the Oak Ridge City Council shall record the full names of those members present and absent in the minutes of each scheduled meeting and shall provide the Oak Ridge City Clerk with a signed copy of the minutes upon their approval by the Board. The Secretary shall also maintain a separate attendance record which shall be provided to the Chairman of the Board and the City Clerk within seven (7) days after each meeting. If a Board or Commission has no secretary, the person responsible for recording the minutes shall perform this function.

The attendance record form will be provided by the City Clerk who shall establish a format that will meet the need to provide a continuous attendance record for periodic reporting to City Council and allow attendance problems to be identified and addressed in a timely manner.

2. Absence from Meetings

When a member of any Board or Commission authorized by the Oak Ridge City Council is absent from three (3) regularly-scheduled or regularly-called meetings during the Board's term-year¹, the Chairman shall request that the member provide a written explanation of the absences. The Board shall determine whether to accept or reject the explanation by a majority vote. If the Board votes to accept the explanation, the absences shall be considered "excused" and will not accrue for purposes of removal from the Board. If the Board votes to reject the explanation, the absences will accrue for purposes of removal. If a member is absent from three (3) meetings and makes no effort to comply with the Chairman's request for an explanation, those absences will accrue for purposes of removal. Accrual of four (4) unexcused absences shall result in removal from the Board as outlined in Item 3.

3. Removal Due To Absences

When a member is absent from four (4) regularly-scheduled or regularly-called meetings during the Board's term-year and, consistent with the procedure set forth in Item 2, the Board rejects the explanation of absences or no explanation is forthcoming, the member shall be notified that he/she has been removed from the Board by a vote of his/her peers. The Chairperson of the Board or Commission shall notify City Council of the vacancy by letter, and the City Clerk shall schedule an election to fill the vacancy in the customary manner.

The removal policy of the Oak Ridge Housing Authority shall be consistent with the Tennessee Code Annotated §13-20-411. This will require providing any Housing Authority commissioner who is accused of poor attendance in accordance with the attendance policies of the City of Oak Ridge and of the bylaws of the Oak Ridge Housing Authority at least ten (10) days' notice of the intent of the Mayor of Oak Ridge to remove the commissioner. A hearing on the charges against the commissioner is then scheduled to provide the commissioner an opportunity to be heard.

4. Incorporation of Attendance Policy into Bylaws

The attendance policy established by City Council shall be incorporated into the bylaws of those Boards and Commissions authorized by City Council for which bylaws have been adopted. The bylaws will be subject to approval by City Council.

¹ "Term-year" means a one-year period beginning on the date of term commencement.