

# **Board, Commission, and Committee Member Attendance Policy**

Approved by the Board of Supervisors: June 17, 2015

**1. Purpose.** To establish an attendance policy for those appointed by the Board of Supervisors as Fluvanna County representatives on various Boards, Commissions, or Committees (BCC). This will help ensure that BCCs can accomplish their missions and that members can continue to fulfill their responsibilities as appointed Fluvanna County representatives.

**2. Background.** Fluvanna County residents and staff members are often appointed by the Board of Supervisors as a county representative on various Boards, Commissions, or Committees (BCC). Regular meeting attendance and active participation by appointed members is essential to carrying out the purpose of the BCC.

### **3. Policy**

a. BCC members shall attend at least two-thirds of all scheduled meetings in each calendar year while serving.

b. The Chairperson of the board, commission, or committee shall notify the Clerk to the Board of Supervisors of any absences exceeding this policy.

c. The Clerk shall report these findings to the Board of Supervisors, typically in closed session.

d. Appointees who do not meet the attendance requirement without a valid reason(s) may be deemed to have rendered an implied resignation of that appointment.

e. The Board may choose to accept the resignation and appoint another person to fill the appointed position. The Board may also override the implied resignation and extend the appointment, if extenuating circumstances so dictate.

f. This requirement shall apply to all boards, commissions, or committees to which members are appointed by the Fluvanna County Board of Supervisors provided however, that if State or County Ordinance addresses attendance requirements in an alternative manner, such law shall prevail.