

**ACIC 2014 - 02**

**A RESOLUTION  
ADOPTING A POLICY REGARDING ACIC ATTENDANCE**

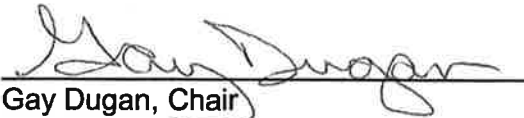
Whereas, the Advisory Commission for Inclusive Community (ACIC) is concerned about absenteeism and attendance of its members at Committee Meetings and Full Commission Meetings; and

Whereas, an ad hoc committee was created to draft proposal recommendations on how to address attendance issues of ACIC members; and

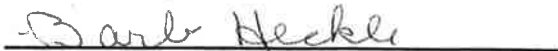
Now, Therefore, Be It Resolved, that the ACIC will operate under the following guidelines:

1. That the ACIC Committees must keep accurate attendance records as an integral part of the monthly minutes.
2. It is the responsibility of the Committee Chairs to follow up on attendance records and attendance reporting should it become necessary.
3. Missing three consecutive meetings without notice is considered an attendance concern.
4. Any member who anticipates missing a meeting should contact the Committee Chair. This includes sub-committees, ad hoc committees and team meetings.
5. Attendance concerns by the Committee Chair should be in writing or email to ACIC staff after appropriate attempts at communication have been made with the member in question.
6. Any communication by the member, with the Committee Chair should be shared with the staff and ACIC Chair.
7. All ACIC members who can no longer fulfill their attendance, communication and participation obligations may resign. They may reapply for membership, if eligible, when their circumstances change.
8. If no communication with the Committee Chair is received, the ACIC staff will then attempt contact, in writing and by email, with the member.
9. The member is expected to respond to the staff letter in a period of two weeks' time.
10. If no response is received, the Committee Chair, after discussion with that committee, will recommend to the Executive Committee that the member be replaced based on non-attendance and non-participation.

INTRODUCED, READ AND ADOPTED by a vote of the majority at a regular meeting of the Advisory Commission for an Inclusive Community on October 15, 2014 at 6:30 p.m. at Lakewood City Hall, 480 South Allison Parkway, Lakewood, Colorado.

  
Gay Dugan, Chair

SECRETARY:

  
Barb Heckle

