

- The Advisory Committee Member has committed an act that is deemed to be conduct unbecoming of a committee member; or
 - The Advisory Committee Member has previously been suspended for a violation of this policy; or
 - The Advisory Committee Member has been charged with a crime stemming from their action(s) alleged in the complaint.
- f. Other:
- i. If an Advisory Committee Member has their appointment terminated, for any reason it is at the discretion of the Town Council as to whether they restrict the member from serving on the same (or different) Advisory Committee for a period of time to be determined by Town Council.
 - ii. Any Town Council vote on complaint resolution action for an Advisory Committee Member shall be conducted as an action item in a Town Council meeting.
 - iii. Should Town Council wish to reconsider a complaint resolution action by the Town Manager, Town Council will assume responsibility for review of the complaint.

6. MEETINGS AND ATTENDANCE

a. Meeting Schedule:

- i. Each Public Body shall establish its own regular meeting schedule in accordance with approved Appointed Public Bodies Administrative Policy guidelines and to allow for appropriate Leadership Team Member and Lead Department coordination.
- ii. The Committee's regular schedule of meetings shall be adopted at the last meeting of an annual year, or as soon thereafter that a quorum is established. This meeting schedule shall be posted to the Town website in accordance with Open Meetings Law (see Section V.1.a NOTICE OF MEETINGS).
- iii. Subcommittee meetings shall comply with the same meeting guidelines as regular committees.
- iv. If a meeting is to be canceled, e-mail notice shall be provided as early as possible to all committee members and the Clerk's Office and shall be posted to the Town website and posted at the front door of the meeting location.

b. Quorum:

**This policy item does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

- i. At least 50% of the appointed members, (MUST include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers.
- ii. If both the Chair and Vice Chair are not present, regardless the number of members present, a quorum cannot be met. Absent a quorum, no business shall be conducted. After fifteen (15) minutes from the posted and official start of a committee meeting, absent a quorum, the regularly called meeting cannot be held, and the minutes should state that "There was no quorum, so no official

meeting was held.” The minutes shall reflect both members in attendance AND any members absent.

- iii. If a quorum is not met at the time of the scheduled meeting:
 - Those members in attendance will be counted as present and not penalized.
 - Those members not present will be counted as absent, and the absence will be counted in accordance with Policy attendance guidelines.
- iv. If a quorum is not met, but a minimum of four (4) members are present (not including Chair or Vice Chair) and wish to discuss business that does not require a vote, they may proceed with discussion, with any business being affirmed at the next meeting for which there is a quorum.
- v. If a meeting is canceled in advance due to a known lack of quorum, lack of business, or any other reason it will not count as a meeting for the purposes of tracking attendance.
- vi. Committees experiencing a continued lack of quorum (i.e., three consecutive meetings), will trigger a review of the reasons for the lack of quorum and development of an action plan to remedy the quorum issue. This may include supplemental recruiting efforts, review of charter and review of attendance challenges. Lack of quorum for the meeting following bi-annual appointment cycles will not apply for the purposes of this subsection.

c. Special Meetings:

- i. Special meetings may be scheduled by a vote of the Committee in open session during another duly called meeting or by written notice from the Chair, Vice Chair or any two members submitting a written request to the Staff liaison serving the Committee at least seven business days prior to the proposed meeting date.
- ii. Special meetings are subject to Open Meetings Law and must be reported to the Clerk's Office immediately to ensure compliance.
- iii. Special meetings are to be posted and announced, including the date, time, location, and topic(s) of discussion, by the Staff Liaison at least 48 hours prior to the meeting. Announcement should be:
 - Posted on the front door of the meeting location (and regular meeting location if different); and
 - Provided to the email addresses on file for each of the Committee Members (that were not present at a meeting where a special meeting was approved by vote or to all members if the meeting was called by written notice) with a requested read receipt. If no read receipt is received, notification should be left at the member's usual dwelling place; and
 - Emailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for such notification; and
 - Posted to the Town's website calendar; and
 - Emailed to Town Council, Senior Leadership Team, and Clerk's Office with requested read receipt.
- iv. Only those items of business specified in the notice may be discussed or transacted at a special meeting in accordance with North Carolina Open Meetings Law (see Section 1.)

- d. Attendance in General:
- i. Each member of a public body appointed by the Town Council is responsible for faithfully attending and actively participating in all regular meetings of that body. Any member who expects to be absent at an upcoming meeting shall notify the Staff Liaison in writing at least 24 hours prior to the meeting.
 - ii. Town Council may suspend attendance requirements for committees/members in the event of a declared State of Emergency (see Section 11. Meeting Rules of Procedure During a State of Emergency).
- e. Attendance Guidelines:
- i. The following guidelines outline attendance. If a member's absences reach the numbers below, they will be dismissed.
 - If the committee meets 12 times, four absences result in dismissal.
 - If the committee meets 8 to 11 times, three absences result in dismissal.
 - If the committee meets 7 or fewer times, two absences result in dismissal.
 - ii. The Staff Liaison will retain an ongoing attendance record utilizing provided software. Those members approaching the maximum allowable absences should be notified by the Staff Liaison as follows:
 - Two or less absences until dismissal – Courtesy Letter issued within two business days of meeting absence triggering notice.
 - One absence until dismissal – Warning Letter issued within two business days of meeting absence triggering notice.
 - iii. After verifying attendance records, the Staff Liaison shall provide notice to the Chair and Vice Chair. The Staff Liaison will notify the member of their dismissal within two business days of the absence triggering the dismissal. A copy of the notice shall be forwarded to the Clerk's Office and kept on file.
- f. 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 Clerk's Office will forward a recommendation for a replacement based on Council recommendation 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, the Staff Liaison, and/or the Clerk's Office to make determinations.
 - Within 72 hours of receipt of the notice of dismissal, the committee member requesting an attendance exemption must request an exemption in writing (e-mail acceptable) to the Clerk's Office.
 - Only committee members with one complete year of service in which attendance requirements were completed are eligible to request an exemption.
 - Committee members must have demonstrated active participation and involvement in committee meetings and activities during other meetings.