



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

December 12, 2006

Honorable Mayor Gavin Newsom
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Urban Forestry Council's Attendance Policy

Dear Honorable Mayor:

In response to your September 18, 2006 and October 30, 2006 requests that all City Boards and Commissions set baseline standards for Commissioner/Board Members attendance at regular meetings, submitted herewith is the Urban Forestry Council's attendance policy that was adopted at their December 8, 2006 meeting. A copy of this policy has been sent to the Board of Supervisors, the Council's appointing authority.

If you have any questions, please contact Monica Fish, Commission Secretary at 415-355-3709 or by email at Monica.Fish@sfgov.org.

Sincerely,

Monica Fish
Commission Secretary

Cc: Jared Blumenfeld, Director
David Assmann, Deputy Director
Alicia Cabrera, Deputy City Attorney
Miguel Bustos, Mayor's Office
Urban Forestry Council Members
Grace Ma. Urban Forestry Specialist

URBAN FORESTRY COUNCIL ATTENDANCE POLICY

Bylaws

The Urban Forestry Council's Bylaws (September 22, 2006), Article III, Section 5 states the following in reference to attendance requirements:

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a City ordinance or other applicable law (collectively, "Laws") governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. The Urban Forestry Council secretary or clerk ("Secretary") shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban Forestry Council has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

Report to the Appointing Authority

The Secretary of the Urban Forestry Council shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.