



**SF Environment**

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GAVIN NEWSOM  
Mayor

JARED BLUMENFELD  
Director

December 12, 2006

Honorable Board of Supervisors  
Attn: Gloria L. Young, Clerk of the Board  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

RE: Urban Forestry Council's Attendance Policy

Dear Ms. Young and Honorable Board of Supervisors:

Board of Supervisors Resolution 502-06 requires that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of the Board of Supervisors submit a copy of its internal policy regarding members' attendance to the Board no later than December 1, 2006. Please be advised that on November 1, 2006, the Urban Forestry Council submitted a tentative policy based on the December 1, 2006 due date for submission. Since that time, the Deputy City Attorney has published a sample policy and the Urban Forestry Council at its December 8, 2006 meeting voted to adopt the recommendations in that policy attached herewith.

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

Sincerely,

Monica Fish  
Commission Secretary

Attachment: Attendance Policy  
November 1, 2006 Letter (Corrected)

Cc: Jared Blumenfeld, Director  
David Assmann, Deputy Director  
Alicia Cabrera, Deputy City Attorney  
Urban Forestry Council Members  
Grace Ma, Urban Forestry Specialist

Department of the Environment, City and County of San Francisco  
11 Grove Street, San Francisco, CA 94102  
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## **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.



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Board of Supervisors Resolution 502-06 requires that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of the Board of Supervisors submit a copy of its internal policy regarding members' attendance to the Board no later than December 1, 2006.

Please be advised that the Urban Forestry Council at its September 22, 2006 meeting discussed an internal policy regarding members' attendance and voted to forward to the Board of Supervisors the following policy as stated in its Bylaws:

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.

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Attention: Gloria L. Young, Clerk of the Board  
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The Council agreed to report Council Members' attendance as part of their Annual Report submission to the Board of Supervisors in September of each year.

The Council's attendance policy was adopted on September 22, 2006. On October 30, 2006 The Mayor issued a sample attendance policy that will be placed on the Urban Forestry Council's next meeting agenda of December 8, 2006 for consideration and adoption. Since Resolution 502-06 requires that an attendance policy be submitted to the Board by December 1, 2006 and the Council's next official meeting date is on December 8, 2006, the Council is submitting the above as its policy until further consideration at its December 8 meeting.

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

Sincerely,



Monica Fish  
Commission Secretary

Cc: Jared Blumenfeld, Director  
David Assmann, Deputy Director  
Alicia Cabrera, Deputy City Attorney  
Terry Milne, Chair, Urban Forestry Council  
Grace Ma, Urban Forestry Council Associate  
Urban Forestry Council Members