

TOWN OF SWANSBORO

**BOARD OF COMMISSIONERS POLICY — NO. 3
MEMBERSHIP ATTENDANCE AT BOARD AND COMMISSION MEETINGS**

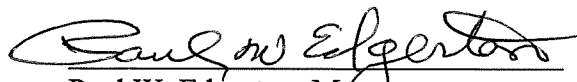
Unfortunately, and as a result of difficulty in meeting quorum requirements, often not knowing until meeting time if a member is not going to attend, and also to extend courtesy to applicants (especially out-of-town applicants), this policy is being established. Failed attempts to have members notify the Town Hall Staff of their absence at meetings, as well as some difficulty in reaching members prior to the meeting, are additional factors being considered. .

The Town of Swansboro makes a sincere effort to involve its citizens in local government; one way being through various Board and Commission memberships. The Board of Commissioners strongly supports citizen participation as an integral part of our local government process and vital to the operations and decision making for the Town of Swansboro. However, with this process, also comes a responsibility to attend and participate. Beginning November 1, 1998, all Board and Commission Members are required to notify the appropriate Staff Department Contact Person of their intent to attend or not to attend their scheduled meeting. This message should be given to the Town Hall Staff by 3:00 PM on the Monday of the week of the scheduled meeting. After hours or on weekends, a message may be left on the answering machine at the Town Hall telephone number (326-4428). **If, by 3:00 PM, not enough members have notified the Town Hall of their intent, and there are not enough members for a quorum, the meeting will be canceled and applicants and members will be notified of the cancellation.**

In addition, it is the view of the Board of Commissioners that any member who is absent from three consecutive meetings without just cause, constitutes resignation from the Board or Commission of which he or she is a member. The Board of Commissioners strongly recommends that each Board or Commission monitor member attendance in order to ensure regular participation. An annual report shall be made to the Board of Commissioners by June 30th of each year to provide member attendance for each meeting.

Present members and future members of all Boards and Commissions shall receive a copy of this policy.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 20TH DAY OF OCTOBER, 1998.


Paul W. Edgerton, Mayor