

Peninsula Clean Energy Citizens Advisory Committee (CAC) Meeting Attendance Policy

A member of the CAC shall notify the Committee Chair or staff if he or she is unable to attend a regular or special meeting at least 48 hours prior (when feasible) to the scheduled meeting. As used in this section, "regular meetings" mean regularly scheduled meeting of the CAC at the regular monthly time approved by the CAC. Adjourned regular meetings, continued regular meetings and meetings held outside of the regular CAC meeting schedule and location shall be considered "special meetings." For the purpose of this section, a member shall be deemed absent from a meeting if the member fails to attend a regular meeting for one-half of the duration of the meeting.

Automatic Resignation

A member of the CAC shall be deemed to have automatically resigned from office if:

- a. The member has unexcused absences from any three consecutive regular meetings of the CAC;
- b. The member has unexcused absences for more than 25% percent of the total number of regular meetings in any calendar year; or
- c. The member has unexcused absences for more than 25% percent of the total remaining number of regular meetings in that calendar year if the member was appointed to fill a vacancy.

Excused Absences

For the purpose of this section, the following shall be considered excused absence:

- a. An absence due to illness for the member, illness or death of a member's immediate family, or a family emergency;
- b. An absence due to pre-authorized CAC business;
- c. An absence due to a member's performance of required business as an elected official.

Extended Leave of Absence

Except under the most unusual circumstances, such as for medical reasons, extended leaves of absence will not be allowed. Exceptions to this and other attendance rules may be reviewed and granted by the CAC as a body.