

BEFORE THE CITY OF CANNON BEACH

FOR THE PURPOSE ESTABLISHING A PROCESS FOR) RESOLUTION NO. 23-16
REMOVING BOARD AND COMMITTEE MEMBERS)
FOR NON-APPROVED ABSENCES)

INTENT AND PURPOSE. The intent and purpose of this Resolution is to establish a process for removing members of the City's appointed boards and commissions who are absent for two meetings in a calendar year without an approved excuse.

WHEREAS, Cannon Beach Municipal Code (CBMC) chapters 2.10, 2.12, 2.28, 2.32, 2.34, and 2.36 provide that a "member who is absent for two meetings in a calendar year, without an approved excuse, is presumed to be in nonperformance of duty and the council shall declare the position vacant; and

WHEREAS, the City Council discussed the process at a work session on August 8, 2023; and

WHEREAS, the Council wishes to establish the process outlined below to remove appointed board and commission members who are absent for two or more meetings within a calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cannon Beach:

1. Pursuant to chapters 2.10, 2.12, 2.28, 2.32, 2.34, and 2.36, the Council adopts the Process for Removing Appointed Members of Boards and Commissions for Non-Approved Absences as described in Exhibit A.
2. This resolution is effective immediately.

PASSED by the Common Council of the City of Cannon Beach this 5th day of September 2023, by the following roll call vote:

YEAS: Councilors Hayes, McCarthy, Ogilvie, Kerr and Mayor Knop
NAYS: None
EXCUSED: None


Barb Knop, Mayor

Attest:

Bruce St. Denis, City Manager

Exhibit A

Process for Removing Appointed Members of Boards and Commissions for Non-Approved Absences

1. **Notice of Absence:** If possible, members of boards and commissions (“members”) should provide reasonable notice of an absence prior to the meeting. The notice should go to both the chairperson and the staff liaison.
2. **Approved Absences:** Absences due to personal or family illness, personal emergencies, travel, or unavoidable conflicts will generally be approved. The chairperson shall make a determination if the absence is approved.
3. **Notice Two or More Unapproved Absences.** When a member has two or more unapproved absences in a calendar year, the chairperson shall provide notice of the absences to the City Council and the staff liaison. City staff will then provide the member notice of the absences and the potential for removal under the applicable provision of the Cannon Beach Municipal Code. The member will be given the option of (1) resignation, (2) requesting opportunity to discuss the matter with the Council in executive session pursuant to ORS 192.660(2)(b) prior to any final decision on the matter or (3) taking no action and allowing the Council to make a final decision without any further input from the member.
4. **Council Action.** If the member requests an executive session, the member shall receive written notice of the executive session at least 24 hours prior to the meeting. At the meeting the member will have the opportunity to explain the absences to the Council. Once the Council hears from the member, the Council will reconvene in open session to make a final decision regarding whether to declare the seat vacant.

If the member does not respond to the notice, the City Council will make a final decision regarding declaring the seat vacant.