

## Attachment C

Bel Air-Beverly Crest Neighborhood Council  
Standing Rules for Absences  
DRAFT  
August 15, 2024

### Absence from Board meetings

All stakeholder groups should have the best opportunity to be represented at Neighborhood Council meetings. Board members are encouraged to ensure that Alternates are appointed to serve in the event that they are unable to attend meetings.

When a Board member with an appointed alternate becomes aware that he or she is unable to attend a meeting, whether a regular meeting or a Special meeting, the alternate should be notified immediately that they are requested to serve. The Alternate should then inform the Board member whether they will be able to attend the meeting in question.

Board members must inform the Secretary in writing in a timely fashion when they will be absent and whether an alternate will be serving in their place. If no Alternate is available to serve, the Board member should note the reason for the absence.

### Excused Absences

Any absence with an Alternate attending shall be deemed an excused absence, as set forth in the Bylaws. Absences shall also be excused in the following cases:

- Illness
- Illness of a family member
- Attendance at a City function

For Special meetings, absence due to any scheduling conflicts or any of the above reasons shall be deemed excused.

### Attendance Notifications

The Secretary shall direct the Council's administrator to monitor on a monthly basis attendance by each Board member, and upon two (2) consecutive absences authorizes the administrator to notify such Board member by written communication that he or she has missed two (2) consecutive Board meetings, and if deemed absent at the next Board meeting, will be in breach of Duties as a Board member and possibly subject to possible censure under Section 8, or removal under Section 9 of the Bylaws.

### Absences from Committee meetings

All absences from Committee meetings shall be deemed excused, however multiple consecutive absences may result in removal from the Committee.