



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
1.03	Advisory Committee Attendance Policy	10/7/2013

PURPOSE

Advisory Committees are established by the Board of County Commissioners to provide representative and expert advice on projects and programs affecting the public. Committees are governed by the same rules of procedure as the Commission making the sustainment of a quorum critical to achieving the goals and objectives of the committee. The purpose of this policy is to establish a procedure for the expulsion of Advisory Committee Members who do not attend regular committee meetings.

REFERENCE

Taylor County Board of County Commissioners Rules of Procedures

POLICY

(1) A member of an advisory committee established by the Board of County Commissioners shall be dismissed from service to the advisory committee when the member has recorded two (2) consecutive unexcused absences from regularly scheduled meetings. The member shall be notified of their dismissal immediately following their second (2nd) consecutive absence by certified, return receipt mail.

(a) For the purpose of this policy, an absence is determined to be “unexcused” if the committee member does not receive the consent of a majority of the advisory committee declaring the absence as excused prior to or immediately following the absence during a regularly scheduled meeting.

(2) A member of an advisory committee established by the Board of County Commissioners shall be dismissed from service to the advisory committee when the member has been recorded as absent, excused or unexcused, in more than 50% of the regularly scheduled meetings of the advisory committee for a year of service beginning and ending on the day of appointment for the committee member. The member shall be notified of their dismissal immediately following their appointment date by certified, return receipt mail.

(3) Should the dismissed member choose to appeal their dismissal the member must inform the Office of the County Administrator of their intention to appeal within seven (7) calendar days of receipt of their notice of dismissal. If notice of appeal is received within this deadline, the County Administrator shall schedule the appeal to be heard by the Board of County Commissioners at their next regularly scheduled meeting. As the appointing authority, the Board shall make the final decision to uphold the dismissal or reinstate the member. If an appeal is not received within the deadline, the County Administrator shall direct staff to immediately solicit to fill the vacancy. The incoming applicant shall serve the remaining term of the dismissed member, unless otherwise specified by the Board.

RESPONSIBLE DEPARTMENT

Office of the County Administrator