

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 2/20/2026

Re: Board Attendance Policy

Overview:

Town Council asked staff to review various board attendance policies for the town. The town currently has two boards that have attendance policies, the Planning Board, Board of Adjustments and Parks and Recreation Board.

Planning Board Attendance Policy and term limits:

Attendance: Can be removed by Council for failure to attend three (3) consecutive meetings or failure to attend 30% or more of the meetings within a twelve-month period or for any other good cause related to performance.

Term Limit: No consecutive term limits

Board of Adjustments Attendance Policy and term limits:

Attendance: If any regular member is absent for two (2) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of his absences and if such member fails to attend the next regular meeting, the Board of Adjustment may, by a majority vote of the remaining regular and alternate members, request that the position be vacated and a replacement be made by the Town Board. Upon request of the member proposed for removal, the Town Board shall hold a public hearing before rendering a final decision on the matter.

Term Limit: No consecutive term limits

Parks and Recreation Board:

Attendance: Must attend at least 75% of meetings in a one-year period. Chairperson makes a recommendation to Town Council to fill the vacancy.

Term Limit: No consecutive term limits

Other regional or county-wide boards have attendance policies as assigned in their by-laws or interlocal agreement.

The Town also has other boards, but members are appointed by the department in which those boards are in: Chief’s Citizen Advisory Committee (PD).

What other Jurisdictions Do:

MUNICIPALITY	POLICY
Apex	Removal with three consecutive missed mtgs; and/or missing 25% of mtgs within a 12-month period; written notice required to remove member.
Selma	Cannot miss 25% or more of scheduled mtgs in a 12-month period.
Whispering Pines	Removal with three consecutive missed mtgs.
Morrisville	3 consecutive mtgs missed will trigger review of the reasons for lack of quorum & develop plan to remedy the situation.
Knightdale	3 consecutive mtgs or 75% within a 12-month period will be recommended for removal.
Mint Hill	75% required.
Matthews	75% minimum required; if they go below, they can be dropped.
Cornelius	More than 3 consecutive absences should not be reconsidered for reappointment.
Mecklenburg County	65% required per year; no excused absences. Cannot miss 3 consecutive meetings

Term Limit: 2 full consecutive terms. Can reapply after waiting 1 year.