

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 1/28/2026

Re: Board Attendance Policy

Overview:

Most localities have an attendance policy for members to boards they appoint. There are two major decision points when discussing this.

1. Are there a specific number of meetings that someone must attend:
 - a. A percentage of meetings in a year
 - i. Most localities in the area use either 65% or 75%
 - b. A number of meetings withing a year
 - i. Consecutive meetings
 - ii. Based on total number of meetings
2. Does Town Council want the ability to remove someone during their term or not allow them to be reappointed?