

DEFINITION OF REGULAR ATTENDANCE TO MEET**GROWTH MANAGEMENT PROGRAM CHECKLIST COMPLIANCE REQUIREMENTS**

TRANSPAC Representatives are expected to attend all scheduled meetings, however, in the event this is not possible, the following guidelines apply to absences.

Excused Absences

Each representatives may miss two consecutive meetings without penalty under the following circumstances:

The Representative notifies the TRANSPAC Chair or staff of the date of the meeting that will be missed

and/or

The Representative's alternate is in attendance at the meeting.

If a third meeting is missed regardless of the circumstances, TRANSPAC will notify the Mayor of the appointing jurisdiction or Chair of the Board of Supervisors that corrective action and/or appointment of another representative is requested.

Unexcused Absences

If a Representative does not notify the TRANSPAC Chair or staff that a meeting will be missed and an alternate is not in attendance, the absence is considered unexcused and the Mayor of the appointing jurisdiction or Chair of the Board of Supervisors will be notified that corrective action is requested.

If a consecutive meeting (two unexcused absences) is missed under the same circumstances, the Mayor of the appointing jurisdiction or Chair of the Board of Supervisors will be notified that the appointment of another Representative is requested.

Board of Supervisors Representatives

In the event that the representative of the Board of Supervisors cannot attend a meeting, he/she may send a member of his/her staff to attend the meeting. The staff member does not have voting privileges and is responsible for briefing the Supervisor of actions taken and issues on which County participation/position is required.

Adopted by TRANSPAC on September 11, 1997