

AN ORDINANCE AMENDING THE CARRBORO LAND USE
ORDINANCE RELATING TO ATTENDANCE POLICIES FOR
BOARDS AND COMMISSIONS

****DRAFT 5-6-2024****

THE CARRBORO TOWN COUNCIL HEREBY ORDAINS:

Section 1. Section 3.7 (Human Services Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (b)(2) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they ~~are absent from~~ have three (3) unexcused absences, ~~three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 2. Section 3-24 (Transportation Advisory Board Established) of the Carrboro Town Code is amended by revising subdivision (b) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they ~~are absent from~~ have three (3) unexcused absences, ~~three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 3. Section 3-24.3 (Economic Sustainability Commission Established) of the Carrboro Town Code is amended by revising subdivision (d) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from ~~have three (3) unexcused absences, three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 4. Section 3-24.7 (Greenways Commission Established) of the Carrboro Town Code is amended by revising subdivision (d) to read as follows:

- (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from ~~have three (3) unexcused absences, three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ If the member is to be removed, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 5. Section 3-24.14 (Carrboro Affordable Housing Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

- c. ~~Unless waived by the chairperson, A~~all members shall be removed if they are absent ~~without prior notice~~ from three consecutive Commission meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this Section. The chairperson will have ten days after receipt of such notice to~~

~~waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.~~

Section 6. Section 3-24.15 (Carrboro Stormwater Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

~~c. Unless waived by the chairperson Person, A~~all members shall be removed if they are absent without prior notice from three consecutive Commission meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this Section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.~~

Section 7 Section 3-24.16 (Climate Action Team) of the Carrboro Town Code is amended by revising subdivision (b) that read as follows:

(1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

~~(2) Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from ~~have three (3) unexcused absences, three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, If the member is to be removed,~~ the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 8. Section 3-27 (Recreation and Parks Commission) of the Carrboro Town Code is amended by revising subdivision (c)(2) to read as follows:

(c) Commission members may be removed as follows:

(1) (1) The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

~~(2) Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from ~~have three (3) unexcused absences, three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ **If the member is to be removed**, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 9 Section 3-41 (Arts Committee Established) of the Carrboro Town Code is amended by revising subdivision (c)(2) to read as follows:

(c) Regular members may be removed as follows:

(1) **The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.**

~~(2) Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from ~~have three (3) unexcused absences, three consecutive meetings~~ or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived,~~ **If the member is to be removed**, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

Section 10. Section 3-46 (Racial Equity Commission Established) of the Carrboro Town Code is amended by a new subdivision (d) that reads as follows:

(d) Commission members may be removed as follows:

(1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) **M**members shall be removed if they have three (3) unexcused absences absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. This removal notice shall be effective on the date of such notice.

Section 11. This ordinance shall be effective upon adoption.