

**TOWN OF CLYMAN
RESOLUTION NO. 2008-005
BOARD/COMMITTEE/COMMISSION MEMBER ATTENDANCE,
ABSENCES AND REMOVAL PROCEDURE**

WHEREAS, the Town of Clyman has determined that it is in the best interest **of the Town** to have a board/committee/commission attendance, absences and removal policy,

NOW, THEREFORE, BE IT RESOLVED that any board member, committee or commission member who misses three meetings in any calendar year of a regularly scheduled or a special meeting of that body, shall be removed from that body by the Town **Chairperson**. The procedure for removal shall be **as follows**:

- A. The committee chairperson or person in charge of the commission or board shall make a **written** report to the Town **Chairperson** detailing the absences of the person in question.
- B. After two absences in any calendar year, the member in question shall be given written notice that one more absence will mean removal from the body.
- C. After three absences in any calendar year, the Town **Chairperson** may then summarily remove that person from the committee, commission or board and said position shall be immediately advertised seeking a replacement to fill the unexpired position.
- D. Upon showing of good cause for the absences, the member in question may be excused for the absences.
- E. After removal of the member in question, and upon receiving citizen applications to fill the positions, the Town **Chairperson**, Plan Commission **Chairperson** and Board of Zoning Appeals **Chairperson** shall collectively determine who will fill the vacancy in question.

BE IT FURTHER RESOLVED that this resolution shall be in effect upon adoption and shall remain in effect until repealed or amended.

PASSED BY the Town Board of the Town of Clyman this _____ day of _____, 200____.

Town Chairman

First Supervisor

Second Supervisor

I hereby certify that the foregoing resolution was duly adopted by the Clyman Town Board at a legal meeting held on the ____ day of _____, 200__ and said resolution is now in full force and effect.

Signed and sealed this ____ day of _____, 200__.

Kristine K. Kohlhoff
Clerk