

BOARDS, COMMITTEES AND COMMISSIONS POLICY

PURPOSE

Public participation in boards, committees and commissions is essential to the functioning of County government, as it ensures the community is represented in key decisions on a variety of topics. The purpose of this information is to familiarize committee members with Cass County's policies and procedures as they relate to service on County committees.

ATTENDANCE

ALLOWED ABSENCES

A member of a committee who misses more scheduled meetings than the allowed absences outlined below, or who misses three consecutive meetings, will be removed from their position. Allowed absences are as follows:

Number of Meetings Held in One Calendar Year	Absences allowed
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

If a member exceeds the allowed number of absences, the presiding officer of the board or commission is to outline the member's absences in writing to Administrator's Office, which will then communicate with the member. The member will have the opportunity to appear before the Board of Commissioners for a hearing on the issue.

MEETING

For the purposes of this policy, a "meeting" applies to any gathering of the committee scheduled during the board/committee's organizational meeting at the start of the calendar year.

EXCUSED ABSENCES

Presiding officers may waive absences due to illness, emergency, or other good cause.

QUESTIONS

Questions regarding this policy should be directed to Administration.

Note: This policy may differ for boards and commissions operated outside the County.

ADOPTED: SEPTEMBER 5, 2024