

## **DRAFT LETTER WITH 25% ATTENDANCE RATE CLOSE TO BEING REACHED**

Re: Board Member Absenteeism

I hope this message finds you well. As a board member of the City of Farmers Branch \_\_\_\_\_ (board name), active participation and attendance at board meetings are critical to the effective functioning of the City of Farmers Branch. Your insights, expertise, and perspective are invaluable in the decision-making processes and strategic direction of the City Council.

Part of the commitment of serving on a City of Farmers Branch board requires normal attendance of meetings. In March of 2022, the City Council adopted Ordinance No. 3730, which outlines requirements for board member attendance for the board or committee to which you've been appointed. Ordinance No. 3730 states, "*Any person appointed by the City Council to a board or commission as either a regular member or alternate member shall have resigned and vacated the position to which such person was appointed if such person is absent from more than 25% of the regular meetings of the board or commission during any period of twelve (12) consecutive months.*"

We understand that unforeseen circumstances and conflicting commitments may arise; however, consistent attendance and active participation are essential to fulfilling your responsibilities as a board member.

It has been noted that you have currently missed \_\_\_\_ meetings out of the \_\_\_\_ meetings held this year. This number is approaching the 25% absenteeism rate. Should you miss \_\_\_\_ (# of meetings) additional meeting(s), your position on the board must be vacated per Ordinance No. 3730.

We value your leadership and contributions and look forward to your continued participation in our board activities. Should you have any questions, please contact me directly at \_\_\_\_\_.

Sincerely,

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City of Farmers Branch

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You have missed \_\_\_\_ meetings out of the \_\_\_\_ meetings held this year, beyond the 25% absenteeism rate allowed by Ordinance No. 3730. Unfortunately, due to the number of meetings missed, your position on the board must be vacated per Ordinance No. 3730.

We appreciate your contributions to the \_\_\_\_\_ (board/commission) and hope that you can participate on another board in the future when your schedule better allows for the required time commitment. Should you have any questions, please get in touch with me directly at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
City of Farmers Branch