File #: TMP-2725, **Version:** 1

Consider approval of the Attendance Matrix for the Planning and Zoning Commission as presented; and take appropriate action.

BACKGROUND:
As stated in the City of Farmers Branch Ethics Handbook for Elected Officials & Advisory Board Members, all appointed members should make every effort to attend regularly scheduled meetings.

ACTIONS:
Any member failing to attend three (3) consecutive meetings without being excused for good cause may be removed by City Council. By excusing an absence, the Commissioner is not penalized with using one of the three unexcused absences allowed in the Charter. A Comprehensive Attendance Matrix has been developed to keep record of these excused and unexcused absences.

ATTACHMENTS:
1. Attendance Matrix