

Homeless Services Advisory Committee

Policy & Procedure

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| Title: | Excused Absence Request | Effective: | September 25, 2019 |
| | | Last Reviewed: | February 7, 2020 |
| References: | <i>City of Durham and County of Durham Interlocal Agreement Regarding Homeless Services and the Homeless Services Advisory Committee</i> <i>Durham/Durham County Continuum of Care Governance Charter</i> | | |
| Attachments: | | | |
| Policy: | Members of the Durham Homeless Services Advisory Committee and its Standing Committees shall submit a request for an excused absence from all scheduled meetings. | | |
| Procedure: | <ol style="list-style-type: none">1. Member submits a request for an excused absence for HSAC meetings to HSAC staff via Excused Absence Request Form online or by phone at least 24 hours prior to the start of scheduled meetings.2. HSAC staff determines if a quorum (50% of members) will be present at the meeting based on absence notification(s) received<ol style="list-style-type: none">a. HSAC Staff notifies HSAC Chair should quorum <u>not</u> be attainedb. HSAC chair makes decision to proceed with meeting based on attendance expectations and determines whether meeting will be rescheduled.c. If meeting is cancelled or rescheduled, HSAC staff notifies members and the Continuum of Care.3. HSAC staff indicates names of members requesting excused absences in meeting minutes4. Member submits a request for excused absence for Standing Committee meetings to HSAC staff, the respective committee secretary, <u>and</u> the respective committee chair via Excused Absence Request Form online or by phone at least 24 hours prior to the start of scheduled meetings.5. Standing committee secretaries shall indicate names of members requesting excused absences in meeting minutes. | | |