

Boards and Commissions Attendance Policy

Purpose

The purpose of this policy is to ensure consistent attendance at meetings; active participation and ability to provide relevant input and feedback; pertinent review and recommendations on Castle Rock Water projects, policies and programs; and effective governance overall for the Castle Rock Water Commission.

Applicability

This policy applies to all appointed members of the Castle Rock Water commission unless otherwise specified by ordinance or resolution.

Attendance Requirements

1. Overall Attendance Standard

Members are expected to regularly attend and actively participate in meetings. Excessive absences or overreliance on virtual attendance undermines the effectiveness of boards and commissions.

2. Absence Limitation

- A member may not miss more than **26% of scheduled meetings within a rolling 12-month period.**
- Missing more than 26% of meetings (excused or unexcused) within the rolling period shall result in **automatic removal**.

3. Virtual Attendance Limitation

- A member may attend no more than **25% of scheduled meetings virtually within a rolling 12-month period.**
- Members must attend **at least 75% of meetings in person** during the same rolling period.
- Exceeding the virtual attendance limit shall result in **automatic removal**.

4. Combination of Absences and Virtual Attendance cannot exceed 5 within a rolling 12-month period.

- Absences and virtual attendance are tracked independently.
- However, exceeding either threshold, or a combination that results in absences plus virtual attendance exceeding 5 in any 12-month period, constitutes grounds for removal.

Removal for Noncompliance

A member shall be removed from their Castle Rock Water Commission Member seat if any of the following occur within a rolling 12-month period:

- The member has **four (4) absences**.
- The member attends **four (4) meetings virtually**.

The member attends **three (3) meetings virtually and has three (3) absences**. Removal shall be processed in accordance with applicable Town procedures and appointment authority.

Tracking and Notification

- Attendance shall be tracked by staff and reviewed on a rolling basis.
- Members approaching the attendance thresholds shall be notified in writing.
- Notification does not waive enforcement of this policy.