

## **TOWNSHIP OF MOORESTOWN**

### **RESOLUTION NO. 39-2013**

#### **SETTING FORTH AN ATTENDANCE POLICY FOR BOARDS AND COMMITTEES**

WHEREAS, when considering reappointments, it is customary for the Township Council of the Township of Moorestown to review the attendance records of members of Boards and Committees whose terms are expiring; and

WHEREAS, from time-to-time, the Township Council has found that certain members of certain Boards and Committees have not attended at least fifty-percent of the meetings on an annual basis; and

WHEREAS, while the Township Council sincerely appreciates each volunteer's time and participation in its community, it has determined that a lack of attendance at meetings has and/or can hinder the effectiveness, abilities and conduciveness of Boards and Committees; and

WHEREAS, the Township Council, after receiving many requests from qualified residents to serve on Township Boards and Committees, has raised concern with reappointing certain members who have not attended a minimum of fifty-percent of the meetings on an annual basis; and

WHEREAS, appointments of members to Boards and Committees, except for certain statutory requirements, are within the discretion of the Township Council; and

WHEREAS, the Township Council wishes to set attendance criteria and minimum standards to be adhered to by members when appointments are accepted; and

WHEREAS, these attendance standards shall be utilized when considering reappointment of all members; and

WHEREAS, the Township Council understands that these are volunteer positions and circumstances arise in a member's life which take precedent and must be addressed prior to attending Township meetings; and

WHEREAS, the Township Council would like to take these circumstances into consideration when reviewing a member's attendance record in conjunction with consideration of reappointment.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Moorestown, in Burlington County, State of New Jersey, that in order to coordinate efficient Boards and Committees and to allow fairness amongst those qualified residents wishing to serve on Township Boards and Committees, the following attendance policy is hereby adopted:

1. A minimum of fifty-percent attendance (annually) is required of all Board and Committee members at all official meetings. See Paragraph 5 for exception.
2. In or about December of each year, the attendance records of each member whose term is expiring on December 31<sup>st</sup> of that year will be reviewed.

3. In the event a member failed to meet the fifty-percent requirement for each year of their respective term, that member shall be automatically disqualified from reappointment, except in those cases where a special extenuating circumstance exists, such as a medical or personal hardship (i.e., illness, pregnancy, family hardship, etc.), in which case a written appeal may be made by the member to the Township Council no later than November 30<sup>th</sup> of the expiring term year.

4. Council shall review and discuss the request for an exception and therefrom, without a hearing, shall make a determination as to whether or not such circumstances are excusable reasons for missing more than fifty percent of the scheduled meetings on an annual basis. Such finding must be passed by a majority vote of the full membership of the Governing Body.

5. This Attendance Policy shall only pertain to Boards and Committees that meet four (4) or more times a year.

6. Attendance of fifty-percent or more does not constitute automatic reappointment. All appointments are made at the discretion of Township Council (or the appropriate appointing authority).

7. Nothing contained herein is intended to or shall be deemed to modify or limit attendance requirements for any Board or Committee where such requirements are governed by New Jersey statute, such as the Zoning Board of Adjustment or the Planning Board.

8. This policy shall be reviewed, amended, if necessary, and adopted on an annual basis.

9. Copies of this adopted policy shall be forwarded to the Chairmen of all Boards and Committees, who shall then be responsible for informing its members and Secretary of the policy.

10. The Chairman of a Board or Committee shall also be responsible for notifying the Township Manager and/or Township Council of any attendance problems or concerns of its members, if and when, they arise.

VOTE:

JORDAN  
CHIACCHIO  
GARWOOD  
NEWCOMER  
NAPOLITANO

Certified to be a true and correct copy of a Resolution adopted by the Township Council at its meeting on January 7, 2013.

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Patricia L. Hunt, RMC  
Township Clerk