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CITY OF COLUMBIA, MISSOURI

PUBLIC WORKS DEPARTMENT
COLUMBIA REGIONAL AIRPORT

December 27, 2013

Mayor Robert McDavid
and Members of the City Council
City of Columbia Missouri
701 E. Broadway
Columbia, MO 65201

Dear Mayor McDavid and members of the city council:

The Columbia Regional Airport Advisory Board recently began discussing its attendance policy as described in the city ordinance that established and provides operating guidelines for the board. Discussions began because there were some members that were not attending meetings as required and the board wanted to more clearly define the attendance policy.

After significant discussion and a unanimous vote, the Board came up with a revision to the current policy. We would like the city council to review our recommendations and amend the ordinance to reflect these changes.

Sec. 3-23. Meetings; attendance; quorum.

The board shall hold regular meetings at such times as it shall fix, and other meetings at the call of the chair. The city manager shall receive notice of all meetings of the board. The chair of the board is authorized to excuse any member from attendance at a board meeting; provided, that the member requested to be excused before the meeting. Any member who is absent from two of the regularly scheduled board meetings in the previous 12 months without being excused shall automatically forfeit the office. Any member who is absent, with excuse, from three of the regularly scheduled meetings in the previous 12 months shall automatically forfeit the office, unless the Board, meeting on or after the third excused absence, temporarily suspends this provision because the absence(s) was beyond the member's reasonable control. Each subsequent excused absence, four or more in the previous 12 months, will likewise be reviewed by the Board, which may at its discretion, declare the office forfeited.

It shall be the duty of the chair to promptly notify the council or other appointing authority of the vacancy. A quorum for the transaction of business at such meetings shall be at least 50% of the duly appointed voting members of the board. For representatives of Boone County, Jefferson City, Fulton and Ashland, who have two unexcused absences or three excused absences in the previous 12 months, the Board may notify the appointing authority and request a replacement.

Thank you for reviewing our request.

Best regards,

Greg Cecil
Chair, Columbia Regional Airport Advisory Board