


City of Alexandria, Virginia

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MEMORANDUM

DATE: FEBRUARY 27, 2008
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER 
SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA COMMISSION ON PERSONS WITH DISABILITIES

ISSUE: Request to vacate a position on the Alexandria Commission on Persons with Disabilities (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the citizen positions on the Alexandria Commission on Persons with Disabilities and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

DISCUSSION: Section 2-4-7(i)(1) of the City Code requires all board and commission members to attend at least 75 percent of the yearly meetings of the bodies on which they serve and authorizes City Council to vacate any position if Council determines that a member has missed a sufficient number of meetings such that the 75 percent attendance requirement cannot be met.

The Commission on Persons with Disabilities will meet 11 times this fiscal year. Amanda Babcock, Chair of the Commission, has requested that Tanishia Williams-Minor be removed from the Commission because Ms. Williams-Minor has five unexcused absences and will not be able to meet the 75 percent attendance requirement. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary to advertise the vacancy.

FISCAL IMPACT: None.

ATTACHMENT: January 30, 2008 Letter from Amanda Babcock to Tanishia Williams-Minor

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions



Alexandria Commission on Persons with Disabilities

Amanda Babcock, Chair
703.519.3357 Voice

Office of Human Rights
421 King Street, Suite 400
Alexandria, VA 22314

711 TTY
703.838.4976 Fax

January 30, 2008

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**CITIZEN ASSISTANCE
OFFICE**

Tanishia Williams-Minor
4803 West Braddock Road #3
Alexandria VA 22311

Dear Tanishia,

With this letter, I am asking Rose Boyd, Executive Secretary of Boards and Commissions, to begin the process of declaring your seat on the Alexandria Commission on Persons with Disabilities ("ACPD") as vacant.

The ACPD has asked me to contact you regarding your unexcused absences for the meetings held on August 8, October 10, November 14, December 12, 2008, and January 9, 2008. As you know, City Code requires that ACPD members attend at least 75% of the meetings unless those absences are excused. Please see below for the additional information about the City Code Requirements.

Code for the City of Alexandria

Sec. 2-4-7 Appointments to committees.

(i)(1) The head of each committee shall keep or cause to be kept a record of each appointee's attendance at meetings of the committee, and shall, on or before July 1 of each year, forward to the executive secretary in writing, a copy of each attendance record for the immediately preceding 12 months. Appointees to committees shall attend at least 75 percent of the meetings of the bodies on which they serve each year. If the attendance record reflects that any appointee does not attend at least 75 percent of the meetings, the executive secretary shall advertise a vacancy so that city council can proceed to fill the vacancy at the first regular council meeting held in September, following any year during which an appointee has not attended at least 75 percent of the meetings. The executive secretary shall also forthwith notify the appointee of this action. The office of any appointee who has not attended the required number of meetings shall be automatically deemed vacant on the date of the abovementioned council meeting in September. If at any time during a year, a majority of the committee concludes that an appointee will be, based upon the appointee's attendance record, unable to meet the 75

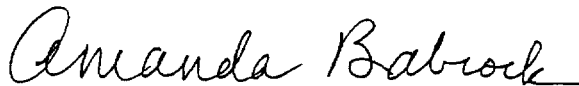
percent attendance requirement, it may immediately direct the committee head to request the city council to declare the position vacant. If council determines that sufficient meetings have already been missed such that the 75 percent attendance requirement will not be met, it may declare the position vacant and may make an appointment to fill the vacancy for the remainder of the existing term of office of the appointee whose position was declared vacant.

(2) The committee head may excuse the absence of an appointee from a meeting or meetings if informed by the appointee of the absence within a reasonable period of time in advance of the meeting. Such excused absences shall not be considered by the committee head when preparing the appointee's attendance record but shall be noted as "excused absences" on the record.

Since you have already missed five meetings with unexcused absences, the ACPD feels that we should request Ms. Boyd to remove you from the ACPD at this time. And as we noted back in December 2006, if there has been a misunderstanding or any special circumstances that have prevented you from being able to attend the ACPD's regular monthly meetings and committee meetings, please let us know.

I hope that you understand why we are taking this action again and please contact me if you have questions or would like to discuss this matter.

Sincerely,



Amanda Babcock

cc: ~~Rose~~ Rose Boyd, Executive Secretary of Boards and Commissions
Jean Kelleher Niebauer, Director, Office of Human Rights