

City of Alexandria, Virginia

12
5-23-06

MEMORANDUM

DATE: MAY 10, 2006
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER *J*
SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA COMMISSION FOR WOMEN

ISSUE: Request to vacate a citizen position on the Alexandria Commission for Women (Attachment 1).

RECOMMENDATION: That City Council declare the position vacant 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 the 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 for Women will meet 11 times this fiscal year. Charniele Herring, Chair of the Commission, has requested that Diane Cherry be removed from the Commission because Ms. Cherry has five unexcused absences and will not be able to meet the 75 percent attendance requirement (Attachment 2). Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

ATTACHMENTS:

Attachment 1. April 10 Letter from Charniele L. Herring to Rose Boyd
Attachment 2. July 1, 2005 to June 30, 2006 Meetings Attendance Report

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

Attachment



COMMISSION FOR WOMEN
421 King Street, Suite 400
Alexandria, Virginia 22314

www.alexwomen.com



April 10, 2006

Ms. Rose Boyd
Office of Citizen Assistance
301 King Street, Room 1900
Alexandria, Virginia 22314

Re: Alexandria Commission for Women

Dear Ms. Boyd:

I am writing to formally request that the Alexandria Commission for Women seat occupied by Diane Cherry be formally vacated as she will be unable to meet the requirements of Alexandria City Code § 2-4-7 for FY 2006. During this fiscal year, the Commission has scheduled eleven (11) meetings beginning with our annual retreat on September 7, 2005. To date, Ms. Cherry has missed all eight meetings. (See Commission for Women Attendance Record, attached hereto as Ex. A). Assuming that Ms. Cherry attends the remaining three (3) meetings, she will be unable to meet the 75% attendance requirement set by the City pursuant to § 2-4-7 (i)(1). Therefore, on behalf of the Commission for Women, I respectfully request that immediate action be taken by your office to formally vacate this position and that the vacancy be announced.

It is my sincere wish that Ms. Cherry has much success in her future endeavors. If you have any questions or concerns, please contact me.

Sincerely,

Charniele L. Herring, Chair
Alexandria Commission for Women



COMMISSION FOR WOMEN
421 King Street, Suite 400
Alexandria, Virginia 22314

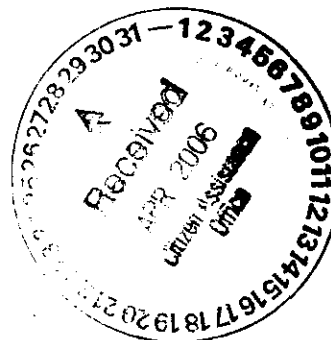
Phone (703) 838-5030
Fax (703) 838-4976

www.alexwomen.com

April 27, 2006

By First Class Mail

Rose Boyd
Office of Citizens Assistance
City Hall
301 King Street
Alexandria, Virginia 22314



Re: Commissioner Diane Cherry

Dear Ms. Boyd:

Under the cover of this letter, I am submitting the updated attendance report for the Commission for Women. Ms. Cherry has an unexcused absence for April 2006 meeting. The attendance report reflects that Ms. Cherry has not attended any meetings this year. I submit this updated attendance report in support of the Commission for Women's petition to vacate her position.

If you have any questions or concerns, you can reach me at work (202) 434-9122 or at home (703) 658-2305.

Sincerely,

Charniele L. Herring, Chair
Alexandria Commission
for Women

CITY OF ALEXANDRIA
BOARDS AND COMMISSIONS
MEETINGS ATTENDANCE REPORT
JULY 1, 2005 - JUNE 30, 2006

*Rec'd 4/28/06
R. B. Burt*

Staff: _____
Guest: _____

ALEXANDRIA COMMISSION FOR WOMEN
COMMISSION

FY'06

CHARNIELE L. HERRING
CHAIRPERSON

X=Present ; E = Excused; U=Unexcused

MEMBER'S NAME	Sep. 07 CFW retreat	Sep 14	Oct 11	Nov 09	Dec 13	Jan 10	Feb 14	Mar 14	Apr 11	May 09	Jun 13
LAURA MANDALA	X	U	X	X	E	E	E	X	U		
SUSAN LOWELL BUTLER	X	X	X	X	X	E	E	X	X		
CHARNIELE L. HERRING	X	X	X	X	X	X	X	X	X		
JENNY WADE	E	E	X	E	X	X	X	E	X		
DIANE CRAWFORD-BATT	X	X	X	X	X	X	X	X	X		
Dianne Gherry	E	E	U	U	E	U	U	E	U		
TINA GAMES-EVANS	X	X	X	X	X	X	X	X	X		
SUSAN KELLOM	X	X	X	E	X	X	E	X	X		
SUSAN ROSS O'BRIEN	X	X	X	X	X	X	X	X	X		
MARY CATHERINE GIBBS	X	X	X	X	U	X	E	X	X		
JOAN DODARO (do-dod-ro)	X	X	X	X	X	X	X	X	X		
DEBORAH CONNOR	E	X	X	X	E	X	U	E	U		
LAURA ZABRISKIE MARTIN				X	E	X	X	X	E		
MARIAN PEGRAM	X	X	E	X	U	X	X	X	X		
DONNA KLOCH (CLOCK)	X	x	E	X	X	X	E	E	X		

List of those who did not attend 75% of meetings: _____ ; _____ ; _____

APR-27-2006 17:28

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Approved: Charles A. Hawley (Chairperson)