


City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 16, 2007
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER 
SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA-CAEN EXCHANGE COMMITTEE

ISSUE: Request to vacate a position on the Alexandria-Caen Exchange Committee (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the citizen positions on the Alexandria-Caen Exchange Committee 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 Alexandria-Caen Exchange Committee will meet 11 times this fiscal year. Mark Delligatti, Chairman of the Committee, has requested that Heidi Quist be removed from the Committee because Ms. Quist has five unexcused absences and attempts to reach her via e-mail have been unsuccessful. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

ATTACHMENT: January 9, 2007 E-Mail from Mark Delligatti to Rose Williams Boyd

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

Attachment



mdelligatti@comcast.net
01/09/2007 01:24 PM

To: Rose.Boyd@alexandriava.gov (Rose Boyd)
cc
bcc
Subject: Request to Declare a Vacancy on the Alexandria-Caen Exchange Committee

Dear Rose,

Heidi Quist has not been at a meeting of the Alexandria-Caen Exchange Committee since June of 2006. She has not responded to any e-mails since July 2006. The Alexandria-Caen Exchange Committee will meet 11 times in this Fiscal Year, Ms Quist has 5 unexcused absences and thus, will not be able to meet the 75 percent attendance requirement. I would like to request that the Council declare her seat vacant and that a solicitation for a new member go out.

Sincerely,

Mark S. Delligatti, Chairman
The Alexandria-Caen Exchange Committee