


## City of Alexandria, Virginia

## MEMORANDUM

DATE: MARCH 24, 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 EMPLOYMENT

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**ISSUE:** Request to vacate a position on the Alexandria Commission on Employment (ACE) (Attachment).

**RECOMMENDATION:** That City Council declare as vacant one of the positions for a business representative on the Alexandria Commission on Employment 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 service, 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 Employment will meet nine times this fiscal year. Jacqueline Woodard, Chair of the Commission, has requested that Brian Holland be removed from the Commission. According to Ms. Woodard, Mr. Holland has not attended any meeting since their program year began in September (five unexcused absences) and will be unable to meet the 75 percent attendance requirement. Attempts to reach Mr. Holland have not been successful. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

**FISCAL IMPACT:** None.

**ATTACHMENT:** March 10, 2008 Memo from Jacqueline Woodard to Rose Williams Boyd

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



**ALEXANDRIA COMMISSION ON EMPLOYMENT**

**DATE:** March 10, 2008

**TO:** ROSE WILLIAMS BOYD, EXECUTIVE SECRETARY FOR BOARDS  
AND COMMISSIONS

**FROM:** JACQUELINE WOODARD, ACE CHAIR

**SUBJECT:** REQUEST FOR THE REMOVAL OF AN ACE MEMBER  
FROM THE COMMISSION

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This memo is a request to have ACE member Brian Holland removed from the commission based on non-attendance. Mr. Holland has not attended any meetings since the 2007/2008 session began in September. Several attempts have been made to contact Mr. Holland to no avail. We would like to have him removed in order to declare his space vacant and to be able to post the vacancy as soon as possible.

**RECEIVED**

MAR 12 2008

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