


City of Alexandria, Virginia

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4-8-08

MEMORANDUM

DATE: MARCH 26, 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-GYUMRI
SISTER CITY COMMITTEE

ISSUE: Request to vacate a position on the Alexandria-Gyumri Sister City Committee (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the citizen positions on the Alexandria-Gyumri Sister City 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-Gyumri Sister City Committee will meet 10 times this fiscal year. Ken Hill, Chair of the Committee, has requested that Amanda Gordon be removed from the Committee. According to Mr. Hill, Ms. Gordon has not attended any meeting since she was appointed in October 2007 (three unexcused absences) and will not be able to meet the 75 percent attendance requirement. Attempts by the Committee and Office of Citizen Assistance staff to contact Ms. Gordon have been unsuccessful. 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 3 E-Mail from Kenneth Hill to Rose Boyd

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



"Kenneth Hill"
<kenhill@verizon.net>
03/03/2008 08:45 AM

To "Rose Boyd" <rose.boyd@alexandriava.gov>
cc <Elaine.Scott@alexandriava.gov>
bcc
Subject Amanda Gordon

Rose, Amanda Gordon was appointed by the Council to the Alexandria - Gyumri Sister Cities Committee at its October 23, 2007 meeting. Since then, she has not attended any of the three following meetings we have held: (November 27; January 22, 2008; February 26, 2008).

Our Committee, on average, meets 10 times per year - we do not meet in July or August. Therefore, Ms. Gordon has already failed to meet the requirement for 75% attendance.

You may wish to contact Ms. Gordon to ascertain whether she is fully aware of this requirement, but sans a commitment on her part to attend every meeting we hold in 2008, I would request that she be taken off our Committee roster and hopefully replaced with someone we can rely upon.

Thanks!

Ken Hill, Chair
Alexandria - Gyumri Sister Cities Committee

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