

## Charlotte Planning Commission Attendance Policy

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The Planning Commission of the Town of Charlotte (PC) plays a critical role in setting land use policy for the Town of Charlotte. Policy changes frequently take place over the course of several meetings during which time PC members work together to improve and revise regulatory language. Regular attendance is critical to the success of the PC and to respect the efforts of the other Commissioners. Therefore, the PC is adopting the following attendance policy:

1. PC Commissioners are expected to attend a minimum 80% of the regularly scheduled meetings; e.g. 2 meetings/month = 24 meetings/year. 80% of 24 = 19.2 Meetings.
2. In the event a PC Commissioner is unable to maintain an 80% attendance record (measured from May to April), the Vice Chair of the PC will inform that member of the status of their attendance record and recommend that the PC member resign their commission seat.
3. A PC Commissioner may request an extended leave of absence from the PC due to extenuating circumstances where this extended leave will not be counted against their attendance record. Extended leave must be approved by majority vote of PC Commissioners and include specific start and end dates. The dates can be modified or extended with approval by majority vote of PC Commissioners. In the event the other Commissioners do not agree to approve the extended leave, the absences will count against the Commissioner's attendance record.