

M.D. of Opportunity No 17
ADMINISTRATION POLICY

**TITLE: ATTENDANCE OF COUNCIL MEETINGS & STAFF
REPORTING**

EFFECTIVE DATE: JUNE 11, 1997

POLICY NUMBER: A. 3

Purpose of Policy:

This policy is intended to provide general guidelines to the staff regarding attendance to council meetings and submission of monthly reports.

Policy Statements

1. Only written staff reports will be accepted for presentation to Council at the regular meeting of every month. Staff are expected to attend the regular Council meeting at their prescribed time on the Agenda; once the reports are completed, staff will then be excused to resume their regular duties.
2. All department staff need not attend the Council meetings held in other locations.
3. All items referring to a specific department shall be handled and dealt with when the staff member is present, or in his absence, the Manager may handle the item.

* * *

APPROVED: JUNE 11, 1997
AMENDED: FEBRUARY 9, 2005