

**Staff Guidelines for Conducting Meetings for Boards/Commissions having
Alternate Members**

October 9, 2014

This memo is intended to provide suggested direction to Staff in implementing the City Council's policy regarding Alternate Members ("Alternates"). The policy, adopted on September 16, 2014, is outlined below:

Alternate Members. The City Council shall appoint one (1) alternate member (the "Alternates") for each of the following boards/commissions: MEDC, MCDC, MCVB, MADC, Parks Recreation, and Open Space, and Planning and Zoning. The Alternates shall serve in the place of a seated member only in the physical absence (i.e. not due to conflict or abstention) of a seated member. Alternates are encouraged to attend all meetings; however Alternates shall not participate as a member in the deliberations (open session) or discussions (closed session) of their respective board/commission unless they are sitting for an absent, seated member. Alternates may participate during those portions of meetings when the public at large may participate. Alternates shall serve for the same term length as seated members of their respective boards/commissions. Service of Alternates shall not count against any term limits under (g) below.

Guidelines

1. Staff (meaning the President/Department Head/Executive Director) should provide public agenda packets (but not Closed Session materials) to Alternates at the same time Seated Members receive their public agenda packets.
2. Staff should request Seated Members' confirmation of meeting attendance at least seven (7) days prior to regular meetings and four (4) days prior to any scheduled special meeting. Reconfirming a Seated Member's attendance by Staff is encouraged when a Seated Member's attendance may be tentative. Alternates should likewise notify Staff of meetings they will be attending.
3. Alternates should be briefed, in advance, by Staff on any Closed Session matters where Staff has reasonable knowledge that an Alternate will serve in an upcoming regular or special meeting.
4. Alternates will serve as Seated Members when a Seated Member provides Staff notice of his/her absence and is not present for a regular or special meeting.
5. Unless a Seated Member has provided Staff notice of his/her expected absence from an entire meeting, the Alternate shall not act as a Seated Member. The tardiness of a Seated Member shall not be cause for an Alternate to act for a Seated Member.

6. Alternates may serve on Board-appointed committees that allow for the appointment of board members or non-board members.
7. Alternates shall maintain the utmost confidentiality with Closed Session materials and Closed Session information/discussions.