

## Resolution 2025-01

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT, ADOPTING A SET OF RULES KNOWN AS THE "TOWN OF COVENTRY BOARDS, COMMISSIONS, AND COMMITTEES ATTENDANCE POLICY"; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Coventry Town Council under the Town Charter has the power to "regulate the internal operation of Boards, Commissions, and Committees which it fills by appointment"; and

**WHEREAS**, it is the desire of the Town Council to adopt standards for attendance to ensure effective operations of Boards, Commissions, and Committees within the Town.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT THAT:** the "Town of Coventry Board Attendance Policy" hereby be adopted to read as follows:

**"Town of Coventry Boards, Commissions, and Committees Attendance Policy"**

A member appointed to any board, committee, or commission has an obligation to the Town and its residents to take seriously their responsibilities as a part of the governance of the Town as assigned to their respective committee. To that end, the following rules are in place:

1. Any appointed member of a Board, Commission, or Committee within the Town of Coventry who either fails to attend three (3) consecutive regular meetings without notifying their respective committee's chair or fails to attend at least two-thirds (2/3) of meetings within a twelve (12) month period shall be considered to have excessively poor attendance. As such, due to their poor attendance as reported to Town Council and recorded with the office of the town clerk, they will be notified of the intent to remove them from their appointed position. They may request to have scheduled a public hearing before the Town Council to be heard in their own defense in accordance with procedures of section 10-4 "Removals" of the Town of Coventry Charter. Town Council shall make the final decision of removals.
2. The chair of each board, commission, or committee shall submit a report of the attendance of their members to the Town Council annually as well as promptly notify the Town Council in writing in the event of a vacancy on their board, commission or committee."

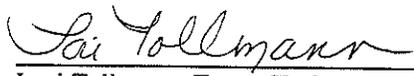
**EFFECTIVE DATE:** This Resolution will become effective on April 7, 2025.

**PASSED AND ADOPTED** by the Town Council of the Town of Coventry, Connecticut on this 18<sup>th</sup> day of February 2025.

**TOWN OF COVENTRY  
TOWN COUNCIL**

  
Lisa Thomas, Chairperson

**Attest:**

  
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Lori Tollmann, Town Clerk