Your Participation Matters!
Board & Commission Meetings

Chula Vista Municipal Code 2.25.110

Boards and commissions help create communication between the community and elected officials. Your participation directly influences policies and programs that shape our community's future.

ATTENDANCE GUIDELINES

- **A majority of members must be present** to hold a meeting (Brown Act).
- We expect members to attend **regular and special meetings** and be prepared to discuss agenda items.

ABSENCE POLICY

We understand there may be times when you can't attend. Absences may be excused for these reasons (with prior notice to the Board Secretary):

1. Illness (yours or a loved one's)
2. Business commitments
3. Pre-scheduled vacation
4. Attendance at significant events
5. Emergencies
6. Other reasons

IMPORTANT: ***Three Consecutive Absences***

- Missing **three consecutive regular meetings** without excused absence may result in a **vacancy** unless excused by a majority vote of the board/commission.

WHAT TO DO IF YOU CAN'T ATTEND:

Submit a **Request for Excused Absence**

- You may submit a completed Request for Excused Absence form to the board or commission Secretary/Deputy City Clerk, or
- Request that the Secretary/Deputy City Clerk submit the complete Request for Excused Absence on your behalf.

Questions?

Contact your Board/Commission Secretary/Deputy City Clerk:

Email:_____**Phone:**(____)_____-_____

Thank you for serving on the City of Chula Vista Boards and Commissions!