



# Attendance Policy

---

The Second District Youth Advisory Council (YAC) serves as an advisory board to Supervisor John F. Tavaglione for the Second Supervisorial District of Riverside County. Being a member of YAC is a tremendous responsibility and more importantly, a privilege.

In order to have an active and efficient council, attendance at all meetings and functions must be upheld. As members of the Second District Youth Advisory Council, you will have the opportunity to get involved in your community, sharpen your leadership skills, and broaden your understanding of local County government. As leaders, we expect you to follow and be accountable for the policies adopted by the Second District Council, and set an example by acting in accordance with the adopted procedures.

## **OUR ATTENDANCE EXPECTATIONS ARE AS FOLLOWS:**

Council members are expected to attend all monthly council meetings and participate in the meetings by giving recommendations and suggestions when appropriate. We understand that occasional absences may occur, however it is your responsibility to keep your Youth Advisory Council Coordinator apprised of your schedule.

### Note on Absences:

- There are two types of absences you can accrue while serving as a council member: Excused and Unexcused absences which have been detailed below for your review.
  - Excused Absences: occur when you have notified your council coordinator of your absence 24 hours in advance of the council meeting.
  - Unexcused Absences: occur when you fail to notify your council coordinator of your absence 24 hours in advance, or immediately following the scheduled council meeting.

Excessive absences from council meetings and failure to meet the participation requirements will result in dismissal from the council. Below are the specific absence guidelines that may be used as grounds for dismissal from the Second District Youth Advisory Council.

### Grounds for Dismissal:

- Two (2) consecutive unexcused absences from regularly scheduled Council meetings.
- A total of four (4) unexcused absences from regularly scheduled Council meetings.
- Eight (8) tardy notes during regularly scheduled Council meetings without advanced notice to your youth coordinator. Please note: a tardy note results when you are more than twenty (20) minutes late to a meeting without prior notice. Two (2) tardy notes are equal to one (1) unexcused absence.

**EXCUSAL INFORMATION:**

- Please note: telephone calls, text messages, written letters, fax messages and emails are acceptable forms of excusal from council meetings or mandatory council activities. Excusals are acceptable in instances of illness, family emergency, or prior engagement (school activity, sports game, club event etc.).
- In order to obtain excusal please call your Legislative Intern at the office number listed on the cover of your Procedures Manual, or contact her by email, or fax message. Should you need to request last minute excusal from a YAC meeting or via text message, you can direct your phone calls or text messages to Julia Luna, Supervisor’s Board Assistant at (909) 289-5423.
- In the event that you are unable to attend a meeting, you are required to notify Youth Advisory Council Coordinator in advance of your absence through one of the above listed forms of communication. Excusals should be provided to your youth coordinator prior to the start of the YAC meeting. In the event you cannot attend a mandatory term activity, you must notify Youth Advisory Council Coordinator by the deadline and submit a written notification requesting excusal from the mandatory activity. You will be required to participate in an additional council project or meeting activity in order to make up any missed participation credits.
- If you know in advance that you will be absent from a Council meeting or event as a result planned function (sports, school field trip, family event etc.), please notify your youth coordinator of the dates in advance. If you fail to notify Youth Advisory Council Coordinator of your absence PRIOR to the meeting, it will be counted as an unexcused absence.
  - **In the event that you are absent for a council meeting, you are required to check the Council Meeting Minutes for any important updates, which are emailed to your registered email address.**

**HOW TO MAKE UPEXCESSIVE ABSENCES:**

Although it is critical that you attend and participate in the YAC meetings, occasional absences may be inevitable. Attending youth oriented public meetings such as the Youth Commission meetings will reduce the number of absences you have accrued. In order to make up excessive absences, you may attend a Youth Commission meeting and submit a brief memo of your observations to your youth coordinator at the next council meeting.

**Grounds for Dismissal:**

- Riverside County Youth Commission Meetings  
Schedule included in your Procedures Manual- Contact Youth Advisory Council Coordinator if you have any questions (951) 955-1020.

---

I certify that I have read and agree to abide by the Second District Attendance Policy.

---

Print Name

---

Signature

---

Date