



# Chicago Metropolitan Agency for Planning

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## MEMORANDUM

**To:** CMAP Board

**From:** Erin Aleman, Executive Director

**Date:** September 10, 2025

**Subject:** Board member attendance and attendance policy research

**Action Requested:** Information

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### Purpose:

At the June 11, 2025 meeting, the subject of Board member attendance was raised and possible consideration of an attendance policy. Staff reviewed attendance over the past two years of meetings and are providing the Board with a summary of the findings as the basis for a discussion on attendance.

The CMAP Board typically meets nine (9) times per year on the second Wednesday of each month. Historically, the board has designated the months of July and August as recess and the December meeting has historically been cancelled.

From September 2023 through August 2025, the CMAP Board had a total of 18 meetings scheduled. Of these, the November 2023 and 2024 meetings were canceled due to lack of quorum.

On average, voting board members were absent approximately two meetings per year. Individual attendance varied, ranging from zero absences to up to four absences over the two-year period.

### Board Member Absences (September 2023 – August 2025)

- No absences: 4 members
- Missed 1 meeting: 1 member
- Missed 2 meetings: 5 members
- Missed 3 meetings: 3 members
- Missed 4 meetings: 2 members

Total members: 15

For remote participation, voting members averaged two virtual meetings per year. However, remote participation ranged individually from no virtual participation requested (i.e. the member only participated in person when attending) to eight instances of virtual meeting attendance requested during the two-year timeframe reviewed.

#### Virtual Participation from September 2023 – August 2025

- No virtual participation: 6 members
- Attended virtually 1 meeting: 2 member
- Attended virtually 2 meetings: 4 members
- Attended virtually 4 meetings: 2 members
- Attended virtually 8 meetings: 1 members

Total members: 15

Staff also reviewed a variety of local government bylaws and consulted with legal counsel on potential options for an attendance policy.

By and large, we found that commissions and committees whose members are appointed by elected officials often have bylaws outlining attendance requirements. However, these rules typically apply to subcommittees of the primary elected body.

Due to the specific nature of CMAP board member appointments, which are required legislatively by the Regional Planning Act, the Board has limited authority to enforce attendance policies beyond making recommendations to the appointing authorities.