



OFFICE OF THE CITY CLERK

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366
CUPERTINO.ORG

February 9, 2026

Janki Chokshi
Library Commission
JChokshi@cupertino.gov

Dear Commissioner Chokshi,

I am writing to remind you of the attendance requirements for the City's advisory commission. These requirements are fairly rigid in order to increase the likelihood of a quorum for all meetings.

My records indicate that you have missed 1 of the 6 regular scheduled Library Commission meetings for the year, which is the equivalent to 17% of the scheduled meetings. The meeting that you missed was February.

Cupertino Resolution 24-022 indicates that an incumbent who misses more than 3 consecutive meetings or more than 25% of the commission's regular meetings is automatically removed from the commission. If you miss one more meeting this year, your performance record will be forwarded to the City Council for discretionary review, which may result in your removal from the commission.

If you have any questions about these requirements, please contact me by email at laurens@cupertino.gov or by telephone at 408-777-3225.

Lauren Sapudar
Acting City Clerk

cc: Molly James

The following is an excerpt from Resolution No. 24-022:

C. UNSCHEDULED VACANCIES, ATTENDANCE, AND TRAINING

3. A member shall be considered removed from an advisory body under the following conditions:
 - A member misses more than three consecutive meetings
 - A member misses more than 25% of the advisory body's regular meetings in a calendar year
 - A member fails to comply with legally required training or conflict of interest reporting requirements after receiving notice and a 30-day opportunity to correct the noncompliance. A member who has failed to complete any mandated or legally required training or reporting requirement shall be precluded from participating in advisory body meetings as a member of such body.
4. It is the responsibility of the advisory body's staff liaison to notify the City Clerk of a member's attendance record to allow sufficient time to send a warning notice if the member has missed three consecutive meetings or 25% of the regular meetings, and to send a termination notice if the member has missed more than three consecutive meetings or more than 25% of the regular meetings in a calendar year.
5. A member who has been removed from an advisory body for inadequate attendance, failure to complete a legally required training, or noncompliance with conflict of interest reporting requirements may request a waiver of this provision by submitting a letter to the City Council setting forth the reason for the absences and confirming future availability.