



OFFICE OF THE CITY CLERK

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

August 5, 2019

Jim Luther
20373 Via Portofino
Cupertino, CA 95014

Dear Jim:

I am writing to inform you that your appointment to the Audit Committee has been **terminated**.

My records indicate that you have missed 2 scheduled Audit Committee meetings, which is equivalent to 50% of the scheduled meetings. The meetings that you missed were January and July.

Cupertino Resolution 16-137 indicates that an incumbent who misses more than 3 consecutive meetings or more than 25% of the commission's meetings is automatically removed from the commission.

You may request a waiver of this provision by writing a letter to the Cupertino City Council setting forth the reason for the absences and confirming future availability. The letter should be sent to the City Clerk's office, and I will present it to the Council for their consideration at the next regular meeting.

If you have any questions, please contact me at 408-777-3224.

Sincerely,

Grace Schmidt
City Clerk

cc: Finance Department

The following is an excerpt from Resolution No. 16-137

C. UNSCHEDULED VACANCIES AND ATTENDANCE

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 meetings in a calendar year

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 meetings, and to send a termination notice if the member has missed more three consecutive meetings or more than 25% of the meetings in a calendar year.

5. A member who has been removed from an advisory body for inadequate attendance 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.