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# CITY OF POMONA COMMUNITY LIFE COMMISSION

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June 24, 2025

To: Chair Houston and Commissioners of the Community Life Commission

From: Beverly Johnson, Neighborhood Services Director

Submitted By: Tracy Byl, Commission Secretary

**SUBJECT: REMOVAL OF COMMISSIONER THERESA MINERO  
FROM COMMUNITY LIFE COMMISSION**

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## **RECOMMENDATION:**

It is recommended that the Community Life Commission review the information provided regarding attendance rules, as stated in the City's Standard By-Laws for all Commissions, and discuss what action is recommended regarding the three (3) absences of Commissioner Theresa Minero and to determine and vote on the removal of Commissioner Minero based on the number of excused/unexcused absences, which is grounds for removal from the Commission as stated in the By-Laws provided.

## **DISCUSSION:**

On June 21, 2021, the Pomona City Council adopted the Standard By-Laws of all City Boards, Commissions, and Committees. These standard laws include the following rules regarding member attendance:

1. Commissioners are expected to diligently attend and participate in all Commission meetings. As far in advance of the Commission meeting as practicable, a Commissioner requesting an excused absence shall submit said request to the Secretary. "Excused absence" means absence due to illness or injury, unexpected business, emergencies, important personal business, official City business, or any reasonable excuse that the Commissioners approve.

2. If a Commissioner has three (3) absences (excused or unexcused) within a twelve (12) month period, the Secretary shall place on the Commission Agenda the recommendation

to City Council to remove the Commissioner. If the Commission votes to recommend removal of the Commissioner, the Commission's recommendation should be placed on the City Council's agenda as soon as practicable. If the Commission does not recommend removal of the Commissioner, and subsequently the Commissioner has a new absence which then results in three (3) or more absences within a twelve (12) month period, then the Secretary shall again place on the Commission Agenda the recommendation to City Council to remove the Commissioner.

Since the adoption of the Standard By-Laws, Commissioner Theresa Minero has been absent from three (3) Community Life Commission meetings. These absences occurred on January 28, 2025 (excused), March 25, 2025 (unexcused) and May 27, 2025 (unexcused). As a result of these absences, and per the Adopted By-Laws, this item has been placed on the agenda by the Commission Secretary for discussion. The Commission can elect to either provide a recommendation to remove Commissioner Minero from the Commission, which will then be placed on a City Council agenda for consideration, or to not recommend removal from the Commission. There is no other action to be taken at this time should there be no recommendation to remove.

Prepared by: \_\_\_\_\_

Tracy Byl

Commission Secretary

**ATTACHMENT(S):**

Attachment No. 1 – Adopted By-Laws