

**From:** [Jessica Wilson](#)  
**To:** [DuVonne Moore](#)  
**Cc:** [Andrea Anderson](#); [Nadia Chin](#)  
**Subject:** RE: Code Enforcement Board Member Attendance  
**Date:** Thursday, June 29, 2023 5:39:55 PM

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Hi DuVonne,

Based on the attendance records you provided the following members are currently in violation of the attendance requirements and should be removed:

Demetria Rawls (Alternate member appointed by Commissioner Dunn)  
Cynthia Dunlap (Alternate member appointed by Vice Mayor S. Martin)  
Claudette dePass (Alternate member appointed by Commissioner Grant)

The City Clerk's Office will inform the appointing Commissioners.

Thank you,

**Jessica Wilson**  
**Executive Administrative Assistant**

**City Clerk's Office | City of Lauderhill**  
o: 954-730-3012 | f: 954-730-3062 | [jswilson@lauderhill-fl.gov](mailto:jswilson@lauderhill-fl.gov)

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**From:** DuVonne Moore  
**Sent:** Thursday, June 29, 2023 5:20 PM  
**To:** Jessica Wilson <[jswilson@lauderhill-fl.gov](mailto:jswilson@lauderhill-fl.gov)>  
**Cc:** Andrea Anderson <[aanderson@lauderhill-fl.gov](mailto:aanderson@lauderhill-fl.gov)>; Nadia Chin <[nchin@Lauderhill-fl.gov](mailto:nchin@Lauderhill-fl.gov)>  
**Subject:** RE: Code Enforcement Board Member Attendance

Hi Jessica,

Thank you for sharing the ordinance below. Please see the requested information attached.

Yours in service,

**DuVonne T. Moore**  
Administrative Assistant |City of Lauderhill  
5581 West Oakland Park Boulevard  
Lauderhill, FL 33313-1411  
Ph: 954-730-3070 | Email: [dmoore@Lauderhill-fl.gov](mailto:dmoore@Lauderhill-fl.gov)

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**From:** Jessica Wilson <[jswilson@lauderhill-fl.gov](mailto:jswilson@lauderhill-fl.gov)>  
**Sent:** Thursday, June 29, 2023 4:00 PM  
**To:** DuVonne Moore <[dmoore@Lauderhill-fl.gov](mailto:dmoore@Lauderhill-fl.gov)>  
**Cc:** Andrea Anderson <[aanderson@lauderhill-fl.gov](mailto:aanderson@lauderhill-fl.gov)>; Nadia Chin <[nchin@Lauderhill-fl.gov](mailto:nchin@Lauderhill-fl.gov)>  
**Subject:** Code Enforcement Board Member Attendance

Hi DuVonne,

Would you please provide me attendance records for the Code Enforcement Board for meetings of the last six months?

The code indicates that any member of the Code Enforcement Board that fails to attend two of any three successive meetings shall be removed from the board. Based on the attendance records, we may move forward with removal of board members failing to meet the attendance requirement.

**Sec. 7½-25. Organization.**

[...]

- (c) *Vacancies.* Any member or alternate who fails to attend two (2) of any three (3) successive meetings without cause and without prior approval of the chairperson shall be automatically removed from the board and have his/her seat declared vacant, and the commissioner who had appointed him/her or the commission as a whole if the person was so appointed, shall promptly fill such vacancy. Members shall serve in accordance with the City Charter and the State Statutes and may be suspended or removed for causes provided therein.

Thank you,

**Jessica Wilson**  
**Executive Administrative Assistant**

**City Clerk's Office | City of Lauderdale**  
o: 954-730-3012 | f: 954-730-3062 | [jswilson@lauderhill-fl.gov](mailto:jswilson@lauderhill-fl.gov)

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