

BOARD MANUAL

SUBJECT: Board and Committee Meeting Attendance Policy	NO.: 2-A-36
SECTION: Structure, Roles and Responsibilities	
APPROVED BY: Board of Directors	DATE: September 28, 2022

Application

This policy applies to all Directors and non-director committee members. This policy does not apply to Directors who are ex-officio members of committees.

Policy

Board members are expected to attend all Board meetings, all Board education sessions, and all meetings of the committees to which they are assigned.

Non-director committee members are expected to attend all meetings of the committees to which they are assigned as well as any committee related education sessions.

It is recognized that Directors and non-director committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 75% is expected.

All Directors and non-director committee members are required to attend the general Board / Committee orientation sessions.

Process – Board Meetings

1. Where a Director fails to attend 75% of the meetings of the Board (including Board education sessions) in a 12-month period, or is absent for three consecutive meetings, the Board Chair shall discuss the reasons for the absences with the member and may ask the individual to resign. If the member does not resign, the Chair may recommend termination which will be done in accordance with the policy on Removal of a Director, Officer or Committee Member.
2. The Board Chair shall determine if a Board member’s absences are excusable and may grant a Board member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board meetings, failing which the process in section 1 shall apply.
3. A member’s record of attendance shall be considered with respect to renewal of a Board term.

4. The Board Chair will communicate with the Chair of the Governance Committee on any attendance related issues.

Process – Committee Meetings

1. Where a committee member (Board and non-Board committee members) fails to attend 75% of the meetings of a committee to which the individual is assigned in a 12-month period, the committee Chair shall either discuss the reasons for the absences with the committee member and may consult with the Chair of the Governance Committee on this matter.
2. Where a committee member is absent for 3 consecutive committee meetings (or 2 consecutive meetings where a committee meets fewer than 6 times a year), the committee Chair shall discuss the reasons for the absences with the committee member and may consult with the Chair of the Governance committee on this matter.
3. The committee Chair shall determine if a committee member's absences are excusable. The committee Chair may choose to consult with the Chair of the Governance Committee in making such determination.
4. The committee Chair may grant a committee member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled meetings, failing which the matter shall be referred to the Board Chair with respect to Directors and if the issue is with a non-director committee member, the member shall be asked to resign. If the non-director member does not resign, the Board shall be asked to revoke the membership of such non-director committee member.
5. In circumstances where a non-director committee member has missed consecutive meetings as outlined in section 1 or 2 and the non-director committee member fails to respond to communications from the committee Chair, the committee Chair may request the Board to revoke the membership of such non-director committee member. Communication of the Board's decision will be provided to the committee member in writing.

DEVELOPED: March 30, 2011		
REVISED/REVIEWED:		
February 26, 2014	September 28, 2016	September 25, 2019
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.