

Draft Attendance Policy

PURPOSE

Regular attendance and participation by Board members at Board meetings is essential so that they may share their relevant knowledge and professional expertise when discussing issues and developing policies and so that any decisions will represent the opinions of the Board as a whole.

Missed meetings may also create uncertainty about meeting quorum requirements, seriously diminishing the effectiveness of the entire board. This policy sets a clear shared expectation for meeting participation whereby the trustees hold themselves accountable as well as the organizations and membership which they represent.

POLICY

- Board members should commit sufficient time in order to thoroughly review agenda materials and supporting documentation in preparation for all Board meetings.
- Board members are encouraged to make all reasonable efforts to regularly attend all meetings of the board and are expected to attend at least 50% of all regularly scheduled board meetings. A Board member participating through teleconference or other electronic means is considered to be in attendance of a meeting.
- Participation in meetings conducted during legislative session for the purpose of providing legislative and administrative updates is encouraged, but not required.
- While attendance is not always possible, Board members should, once the meeting calendar for a year is set, immediately flag any scheduling conflicts and thereafter manage their schedules to avoid creating additional conflicts.
- Board members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences.
- Board members are expected to notify board staff in advance of meetings they will miss. Missing a meeting without notification is unacceptable.
- In the interest of accountability, the following reporting measures will be utilized:
 - All minutes of Board meetings will include attendance, and will be presented to the Board for adoption. Final minutes will be maintained on the web site.
 - Board member attendance will be reported to the Governor's office and affiliated/represented stakeholder sponsors upon request and when a Board member stands for re-appointment.

RESPONSE TO A BOARD-ATTENDANCE ISSUE

A board-attendance problem exists if:

- (1) A member has three missed meetings in a row where the member did not notify Board staff before the upcoming meeting that they would be gone from the upcoming meeting,
- (2) A member misses more than half of the total number of regular board meetings in a twelve-month period.

If an attendance problem arises regarding a Board member, the Board Chair will promptly contact the member to discuss the problem. The member's response will be shared by the Chair with the entire Board at the next Board meeting. The Board will decide what actions, if any, to take regarding the Board member's attendance.