

Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board

DRAFT - Attendance Policy

Purpose:

This policy is intended to establish a uniform administrative rule regarding attendance at Board meetings for the Law Enforcement Officers' and Fire Fighters' (LEOFF) Plan 2 Retirement Board (Board). Regular attendance is essential in order for the Board to fulfill its fiduciary responsibilities.

Expectation:

Board members are expected to attend all regularly scheduled meetings. Regular attendance also enables board members to keep abreast of issues concerning plan members and ensures that issues are examined from a variety of perspectives.

Guidance:

A board member who has two unexcused absences in a row or three excused absences in a year may be subject to termination. An absence is unexcused if the board member did not call or notify Board staff they would be unable to attend the upcoming meeting. Should a member be terminated, the board will promptly initiate the process to begin recruiting for a new board member.

Legislative members, by nature of their positions, may be unable to attend all meetings and are exempt from this policy.

All board members will receive a written copy of this official policy. The policy is to be reviewed once a year and maintained in the Board's policy directory.

Corrective Action:

If board-attendance becomes an issue for a member, the Chairman will promptly contact the member to discuss attendance and ask for a renewed commitment to attend all board meetings. The member's response will promptly be shared by the Chairman with the Administrative Committee. The Administrative Committee may present the issue to the full board for action or choose to further investigate the matter with the member.

Should the decision be made to bring the matter before the board for action, the full board will decide what actions to take regarding the board member's future membership on the board. If the board decides by a majority vote to terminate the board member's membership, termination will be conducted per this policy.

Termination Process:

The Chairman will contact the board member and notify him or her of the board's decision to terminate the member's membership, per the terms of the Board Attendance Policy. The Chairman will request a letter of resignation from the member to be received within two weeks.

The Chairman shall promptly notify the Governor's office that a vacancy exists on the LEOFF Plan 2 Retirement Board and shall request appointment of a new member in accordance with RCW 41.26.715.