MEETING ATTENDANCE

Policy Number:

Adopted:

Application: Applies to the Board members of the LEOFF Plan 2 Retirement Board

Approved by:_____

CHAIR

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 any decisions will represent the opinions of the Board as a whole. Attendance at Board Meetings is also necessary to avoid uncertainty about meeting quorum requirements and the potential of seriously diminishing the effectiveness of the entire Board.

POLICY STATEMENT

- Board members should commit sufficient time 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 Board 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 Board meeting.
- Participation in Board 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, once the Board meeting calendar for a year is set, Board members should immediately flag any scheduling conflicts and manage their schedules to avoid creating additional conflicts.
- Board members are expected to notify board staff in advance of Board meetings they will not attend. Board members occasionally miss Board meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences when proper notification is provided.
- In the interest of accountability, the following reporting measures will be utilized:
  (1) All minutes of Board meetings will include attendance, and will be presented to the Board for adoption. Final minutes will be maintained on the website.
  (2) 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 Board member has three missed Board Meetings in a row and did not notify Board staff they would not be in attendance; or,
(2) A Board 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 attendance issue. The Board member's response will be shared by the Board 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.

POLICY REVIEW:

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.