LEOFF
Plan 2 Retirement Board

Attendance Policy

December 18, 2019

Overview

- Governance Best Practice
- Meeting Attendance
  - Preparation
  - Communication/Notification
  - Accountability
- Attendance Issues

Purpose and Objective

Regular Attendance and Participation Essential

- Share Knowledge and professional expertise
- Discussion of issues and developing policies
- Full representation during discussions
- Meeting quorum requirement; Board effectiveness

Meeting Attendance

- Review agenda, materials and supporting documentation
- Reasonable effort to attend at least half of regularly scheduled meetings
  - Includes Tele-Conference/Video Conference participation
  - “Regularly Scheduled” = full meetings conducted not during legislative session
  - Participation in virtual update meetings during legislative session encouraged, but not required
- Calendar planning to avoid meeting conflicts

Meeting Attendance

- Expectation to notify Board staff in advance if not attending a meeting
- Circumstances happen which may prevent attendance
- “Excused Absence” when proper notification provided
- Attendance recorded in meeting minutes; maintained on website
- Notification to Governor’s Office and stakeholder sponsors prior to re-appointment or upon request

Response to Attendance Issue

- Issue
  - Miss three meetings in a row without proper notification of absence
  - Miss more than half of regular board meetings in twelve-month period
- Response
  - Chair will contact member to discuss the attendance issue
  - Response shared by Chair with Board at following regular meeting
  - Board decides what action to take

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Thank You

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