


<b>MANUAL: BOARD POLICY MANUAL</b>	<b>INDEX I.D.: C.2</b>
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<b>TITLE: BOARD AND COMMITTEE MEETING ATTENDANCE POLICY</b>	<b>ORIGINAL:</b>
<b>APPROVAL:</b> 	<b>AMENDED: February 6, 2017</b>

**C.2.1. Policy Statement**

This policy outlines the Board meeting and Board committee meeting attendance requirements for Board members.

**C.2.2. Purpose**

This policy ensures that Board and committee members are contributing their expertise and judgement to the business and affairs of the organization by attending and participating in board and committee meetings.

**C.2.3. Scope**

This policy applies to all Board members and non-Board members of committees.

**C.2.4. Procedure**

1. Board members and committee members are expected to attend all board meetings, and all meetings of the committee to which they are assigned. However it is recognized that Board members and committee members may be unable to attend some meetings due to conflicts with other commitments, or other unforeseen circumstances. Therefore an annual attendance rate of at least 75% of all Board and committee meetings is required.
2. Where a Board or committee member does not attend 25% of the meetings of the Board, or of a committee in a 12-month period, or is absent for three consecutive meetings, the Chair shall discuss the reason for the absence with the member.
3. The Chair shall, in the Chair's sole discretion, determine if a Board or committee member's absences are excusable, and may grant a Board or committee member a limited period of time to rearrange their schedule, so that there are no conflicts with regularly scheduled Board or committee meetings.
4. The Chair may ask the individual to resign if the member anticipates that he/she will not be able to resolve the conflicts with regularly scheduled Board or Committee meetings.

5. A member's record of attendance shall be considered when, considering the renewal of a Board term, or future assignment to a committee.
6. When the Board, and/or committee member, is an *ex officio* member of the Board, the Chair may discuss the member's attendance with the organization the member is affiliated with, and such organization may be requested to remove the member, and appoint a new *ex officio* member to the Board.