



## **Board and Committee Meeting Attendance Policy**

### **Purpose**

1. To ensure that board and committee members contribute their expertise and judgment to the business and affairs of the organization by attending and participating in board and committee meetings.

### **Application**

2. All board members and non-board members of committees.

### **Policy**

3. All board members and committee members are expected to attend all board meetings and all meetings of the committees to which they are members.
4. It is recognized that directors and committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences. An attendance rate of at least 75% is the minimum acceptable rate of attendance at board and committee meetings, without consulting the chair of the board or the committee, as the case may be. When a director or committee member is unable to attend the meeting in person, attendance via teleconference is acceptable.

### **Process**

5. Where a director or committee members fails to attend 75% of the meetings of the board or of a committee in a 12-month period, the Chair shall discuss the reasons for the absences with the member and may ask the individual to resign, if the member has not discussed the reasons for the absences in advance with the chair.
6. A member's record of attendance shall be considered with respect to renewal of a board term or future assignment to a committee.
7. The Chair shall 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 scheduling conflicts with regularly scheduled board or committee meetings.