

# Board Attendance Policy

## **Purpose**

This policy is intended to support full contribution of all board members. The policy has been reviewed and authorized by the board (see signature and date below).

## **Definition of a Board Attendance Problem**

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
2. The member has three notified absences in a row.

## **Suggested Response to a Board-Attendance Problem**

If a board-attendance problem exists regarding a member, the Board Chair will contact the member to discuss the problem. The member's response will be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. The board may decide to request the sponsoring organization appoint another representative to the board for the benefit of the organization and current member.

**Adopted by the Hiawatha Valley RC&D Council on September 28, 2015**