**Governance Policies**

**#.# Board Attendance**

**Rationale**

Regular attendance at the NAME Division’s board meetings is essential to maintaining continuity, a geographical representation of the membership and governance of the Division.

**Purpose**

This board attendance policy is intended to set a clear shared expectation for meeting attendance that we hold ourselves accountable to and to provide procedures to deal with any failures in such attendance.

It is recognized that directors may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances.

**Expectations**

1. Directors will strive to participate in 80% of regular board meetings either in person or via teleconference.
2. If unable to attend, the director must provide advance notice to the Division office.
3. If meetings are missed, the director is responsible for updating themselves and providing feedback as needed.

**Process**

* In the event of a director’s attendance problem, the board chair shall contact the individual to discuss the reasons for the absences.
* If the director’s difficulties are resolvable, then the chair and director shall attempt to resolve them.
* If no mutually satisfactory resolution is possible, and if the director wishes to continue on the board, then the director’s response will be put to the board at its next meeting. The director shall be entitled to speak to this item, and to vote on it. The board will then decide what actions to take regarding that director’s future membership on the board.
* If the director does not wish to continue on the board, the chair will request that a letter of resignation be given within two weeks. The director’s response will promptly be shared by the chair with the entire board. The board will promptly initiate a process to begin recruiting a new board director as per NAME DoFP Bylaws.

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