



Board Attendance Policy

The Governance Committee is responsible for monitoring attendance by board members and notifying the board president when action is needed.

A board member who misses two consecutive meetings without giving prior notice will be sent an initial written notice of concern by the board president.

A board member who misses three consecutive meetings without giving prior notice will automatically be removed from the board of directors. That board member may submit a written appeal to the Governance Committee asking to be reinstated to the board.

A board member who misses five meetings in a 12-month period will be removed from the board of directors. That board member may submit a written appeal to the Governance Committee asking to be reinstated to the board.

Procedures:

- Two consecutive unannounced absences:
 - Board president will send a written notice to the board member notifying them of the concern.
- Third unannounced absence:
 - Board president will send a written notice to the board member notifying them of dismissal.
 - Board member can submit a written appeal to the Governance Committee to remain on the board.
 - Governance Committee will review the appeal and make a decision.
 - Board President will deliver decision to Board Member.
- Five total absences in 12-month period:
 - Board member will be dismissed, but can submit a written appeal to the Governance Committee to remain on the board
 - Governance Committee will review the appeal and make a decision.
 - Board President will deliver decision to Board Member.