

# **BOARD ATTENDANCE POLICIES, PROBLEMS AND SOLUTIONS**

## ***Sample Board Attendance Policy***

Each board member is required to inform the chair of the board in anticipation of an absence, including the reason of the absence. If the bylaws allow the member to send a designate, they may indicate so. If a board member is absent three times within a 12-month period, the board member is deemed to have resigned and the position declared vacant.

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

If a board-attendance problem exists regarding a member, the board chair will promptly contact the member to discuss the problem. The chair will share the member's response 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. If the board decides to terminate the board member's membership, termination will be conducted per this policy (or the process may specify in the organization's bylaws). The board will promptly initiate a process to begin recruiting a new board member.

For example, the termination process might state that the board chair will call the member with the board-attendance problem and notify him or her of the board's decision to terminate the member's membership per the terms of the board Attendance Policy. The chair will request a letter of resignation from the member within the next two weeks. The chair will also request the member to return their board manual back to the agency by dropping it off at a specified location over the next two weeks. The board will vote regarding acceptance of the member's resignation letter in the next board meeting.

Board Chair's Signature Indicating Board Authorization \_\_\_\_\_ Date \_\_\_\_\_

(Board Policy Last Revised: [insert date])