

Board Attendance Policy

It is expected that Board Members make every effort to attend Board and Committee Meetings. Members may participate in person or by means of telephone or by video conference or similar communications equipment by which all persons participating in the meeting can communicate with each other.

For transparency measures the minutes and attendance report shall be sent via email to CPS Board Members, Commissioner Court members and CPS Development Manager monthly. The board secretary will provide the report of minutes and the Parliamentarian shall provide the Attendance Report to the CPS Board Chair and CPS Development Manager for distribution. This policy shall be reviewed annually and be maintained in each board member's Board Manual.

Definition of Board Attendance Problem

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

1. The member has two un-notified absences in a row ("un-notified" means the member did not notify another board member in the organization before a regular board meeting to indicate they would be absent from the upcoming meeting).
2. The member has three notified absences in a row.
3. The member misses one third of the total number of regular board meetings in a consecutive twelve-month period.

Response to a Board Attendance Problem

If a board-attendance problem exists regarding a member, the Board Chair will promptly contact the member and the member appointee to discuss the problem. If the issue persists and the board agrees that it is in the best interest of maintaining productivity the Board Chair may initiate steps to terminate the board member's membership as follows.

1. The board Chair will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to the agency within two weeks;
4. The board will vote to accept the member's resignation letter at the next board meeting;
5. The Board Chairman will promptly initiate a process to contact the member's Commissioner to begin recruiting a new board member;
6. However, in situations where a board member might appropriately need to take a Leave of Absence it may be approved by the board. If the member holds an office that a new (or temporary) officer may be appointed by the Board Chair.

Board Member Signature

Date of Authorization
