

**POLICY: Attendance at Board and Committee Meetings**

**Number: 1-002**

<b>Developed by:</b> Governance Committee	<b>Review or Revision by:</b> Governance Committee
<b>Approval Date:</b> <b>Initial:</b> September 2003 <b>Review/Revised Date:</b> Sept 2007, May 28, 2013, March 29, 2016 November 27, 2018	<b>Review or Revision Date:</b> Every 3 Years
<b>Approved by:</b>  Board of Directors	<b>Signature(s):</b>  _____

**Policy Statement**

It is important for the continuity of the Board with decisions being made that all Board members attend the monthly Board and committee meetings.

**Policy**

1. If Board members are unable to attend Board and Committee meetings, they are required to convey their regrets through the Executive Assistant either via email or the Board Effects Portal as soon as possible.
2. Members are expected to maintain at least 75 percent attendance and should not miss more than three consecutive months without an explanation being provided to the Board Chair. The Board Chair shall discuss the reason for the absence with the member.
3. A member record of attendance shall be considered with respect to renewal of a Board term or future assignment to a Committee.
4. An attendance summary shall be completed annually for the Board Chair's review.
5. The Board Chair, shall in the Board Chair's sole discretion, determine if a Board or Committee member's absences are excusable and may grant a Board or Committee member a limited period of time to rearrange their schedule so that there are not conflicts with regularly schedule Board or Committee meetings. The Board Chair will report back to the Board.

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6. The Board Chair will determine if a Board member's request for an extended leave of absence (e.g. medical leave) is reasonable. The Board Chair will request approval by the Board.

**References:**

Governance Centre of Excellence, Guide to Good Governance.