

## **LOCAL SERVICES BOARD OF NOLALU BOARD MEMBERS' ATTENDANCE POLICY**

### **1.0 Purpose**

This policy is intended to support full contribution of all Local Services Board Members. All Board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual.

### **2.0 Policy**

Board members are expected to attend all Board meetings but it is understood that there may be times when a Board member is unable to attend a meeting due to illness or a conflict with another event. Therefore, the expectation is that a Board member will attend a minimum of 7 of the 10 meetings held during a one year Board term.

### **3.0 Procedure**

3.1 Under section 9 (3) of the *Northern Services Board Act (the Act)*, if a member of the Board ceases to:

- a. be an inhabitant; or
- b. refuses to act or dies; or
- c. fails to attend any three consecutive meetings of the Board;

the remaining Board members may by by-law call a public meeting to elect an inhabitant of the Board area to serve for the remainder of the term of such member and the provisions of *the Act* for elections apply.

3.2 If a member cannot act due to the reasons stated in sections 3 (a) and (b) above, the Board may call an election in accordance to *the Act* to replace the member.

3.3 If a member fails to attend any three consecutive Board meetings, or has a Board attendance problem, the following process shall apply:

#### **a) Definition of a Board Attendance Problem:**

A Board attendance problem exists with any of the following conditions:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call a reasonable contact in the organization before the meeting to indicate their anticipated absence);
2. The member has three notified absences in a row;

3. The member misses one third of the total number of Board meetings in the twelve-month Board Term (three meetings missed; must attend 7 meetings).

**b) Response to a Board Attendance Problem:**

If a Board attendance problem exists, the Board Chair shall promptly contact the member to discuss the problem. The member's response will be shared with the entire Board at the next Board meeting. At that meeting, the Board will decide what actions if any, to take regarding the Board member's continued membership on the Board.

**c) Board Member's Termination**

If the Board decides to terminate the membership, termination will be conducted per the following policy:

1. The Board Chair will notify the terminated member in writing of the Board's decision as 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 of the date of the letter;
3. This written notification will also request the terminated member return his or her Board manual within two weeks;
4. The Board will vote to accept the member's resignation letter at the next Board meeting;
5. The Board may initiate the election process as per *the Act* to elect a new Board member.
6. If the Board does not receive the requested letter of resignation within the specified time frame, the terminated member will be considered as refusing to act under Section 3.1 (b) above, and the remaining Board members may proceed by By-law to call a public meeting to elect a new member.