

Policies and Procedures

Section: Governance	Policy Number: 2011-07
Subject: Board Attendance	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: July 13, 2016

Chairperson

Date

Board Attendance- Draft do we need this separate document of can we add more detail to topic in 2011-05?

Purpose

To ensure that board and committee members contribute their expertise and judgement to the business and affairs of the corporation by attending and participating in board and committee meetings.

Application

All board members, non-board members, and members of committees

Policy

Board members and committee members are expected to attend all board meetings and all meetings of the committees to which they are assigned. Board members are expected to notify the Chair, the Secretary or the **ED-NP Lead** if they are unable to attend a meeting. It is recognized that directors and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 2/3 of regular meetings is acceptable (2/3 of 9 regular meetings equal 6 meetings).

Process

In the event that a board or committee member is unable to attend two-thirds (2/3) of regular meetings of the board or committee, the commitment of the board member will be reviewed by the Chair, in consultation with the Executive Committee. As a consequence the board member may be asked to resign her/his position.