



## **203.A**

### **BOARD ATTENDANCE**

APPROVED: 08/2000

UPDATED: 12/2021

#### **I. EXPECTATIONS**

The following are the the attendance expectations of a board member:

- A. Each board member is expected to attend all board meetings.
- B. Each board member is expected to be on time to each meeting so as not to delay the meeting procedures.
- C. In the event a member is unable to attend a meeting, or will be late due to an extenuating circumstance, it is the responsibility of the board member to notify another board member prior to the meeting.

#### **II. COMPLIANCE**

The following are subject to disciplinary action.

- A. Two (2) unnotified or three (3) notified absences
- B. Two (2) unnotified or three (3) notified tardy occurrences

Notification is defined as speaking directly to another board member. Leaving a voice message or other indirect forms of communication do not qualify as a notification of absence.

#### **III. DISCIPLINARY ACTION**

- A. The Board Chair will immediately contact the member to discuss the non-compliance.
- B. The member's response will be shared by the Chair with the entire Board at the next board meeting.
- C. In that meeting, the Board will decide what action to take regarding the member's future membership in the Board. If the Board decides to terminate the member's membership, termination will be conducted per this policy (steps D, E, F)
- D. The Chair will call the member in non-compliance and notify him/her of the Board's decision to terminate the member's membership per the terms of the Board Attendance Policy. At this time, the Chair will request a letter of resignation and the board manual from the member,



both of which will be turned into a board member at the school within 10 days of notification from the Board Chair.

- E. The Board will vote on acceptance of the member's resignation letter at the next Board meeting.
- F. The Board will promptly initiate the process to begin recruiting a new member.