



# BOARD ATTENDANCE POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
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## INTRODUCTION

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Community Veracity .

## PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at Community Veracity 's Board and committee meetings and to provide procedures to deal with any failures in such attendance.

## POLICY

Board and committee members are expected to demonstrate their commitment to the organisation by unbroken attendance at the Board or committee on which they sit, except when prevented by unforeseeable events.

## RESPONSIBILITIES

It is the responsibility of the Board Chair to monitor the attendance of each member and to issue warnings as appropriate.

## PROCEDURES

The Secretary shall notify members of forthcoming meetings no sooner than 21 working days before the set date of the meeting.

Where Board members are prevented from attending any Board meeting, they should notify the Chair of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the Chair should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

## Attendance requirements

If a Board member is absent for two consecutive meetings without first notifying the chair of their absence, or if a Board member is absent for three consecutive meetings having notified the chair of their absence, that Board member is in breach of their



obligations and is liable be removed from the Board, subject to the following processes.

Prospective members of the Board shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

### **Process**

If a Board member is in breach of their attendance requirements then the Chair shall consult them to discuss this matter.

If the Board member's difficulties are resolvable, then the chair shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board member shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

If the Board decides that termination is justified, the Board may suspend that person's membership of the Board. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

The Board may remove any person from any Board sub-committee for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Board or from any committee under this provision, the Board or committee will promptly initiate a process to recruit a new Board member. The person whose membership has been terminated shall retain the right to stand again at the next election for the Board.