

		Policy Number ADMIN-01
Region 16 Local Operating Policy		
Title:	Board Attendance	
Effective:	08/15/2019	
Revised:	N/A	

I. PURPOSE

To establish attendance expectations to encourage full participation of all Board members. Regular attendance ensures that each meeting has a quorum to conduct official business, which directly correlates to the well-being and success of the organization.

II. POLICY

Except in the event of unforeseen circumstances, Board members are expected to attend all regularly scheduled meetings. The Board Assistant shall maintain a record of the members' attendance, which shall be recorded in the meeting minutes. Prior to the annual meeting, the board attendance records shall be reviewed. If a Board member has missed one-third of the total number of meetings in that fiscal year, the Board Chair and CEO shall be notified and may make contact with the respective Board member to discuss their attendance. Depending on the circumstances surrounding the issue, the Board Chair and CEO may consider the following options:

- (1) Allow the Board member the opportunity to improve their attendance.
- (2) Allow the Board member to resign their seat from the Board.

If the Board member's attendance is not rectified within the next fiscal year, a recommendation to revoke their membership shall be presented to the Executive Committee. With the Executive Committee's approval, a request to remove the member from the Board shall be presented to the appointing County Commission.

III. ACKNOWLEDGMENT

My signature below indicates that I have read and understand the Board Attendance Policy.

Print Name: _____

Signature: _____ Date: _____

IV. REVISION HISTORY

Date	Description
08/15/2019	Approved by CareerSource Pasco Hernando Board of Directors.