

	BOARD OF DIRECTORS
Policy	Board and Committee Attendance Policy
Approved by Board	May 10, 2019

Purpose

This policy is intended to support full contribution of all DNS Board of Directors (the Board) and committee members. Committees include standing committees of the Board, joint committees with external stakeholders and ad hoc committees.

This policy is reviewed periodically by the Governance Committee and approved by the Board.

Definition of an Attendance Problem

An attendance problem occurs if any of the following conditions exist regarding a Board or committee member's attendance at meetings:

1. The member has two consecutive un-notified absences (“un-notified” means the member did not advise the appropriate person before the upcoming meeting that they would be absent);
2. The member has three consecutive notified absences; or
3. The member misses one third of the total number of meetings in a twelve-month period.

Absences occurring because of an illness or leave (such as leaves from employment for any reason) do not constitute an attendance issue. DNS recognizes that there may be extenuating circumstances that lead to a member not attending meetings, and those circumstances, if they exist, will be taken into consideration.

Suggested Response to an Attendance Problem

If the Chair determines that there is an attendance problem:

1. S/he will promptly contact the member to discuss the barriers to attending the meetings and attempt to resolve the issue.
2. If no mutually satisfactory resolution is possible, the member's response will be put to the Board or committee at its next meeting.
3. The member will be entitled to speak to this item, and to have it voted upon. The Board or committee will then decide what actions to take regarding that member's future membership on the Board or committee. Actions could include asking the member to resign or terminating the member's membership on the Board or committee.
4. If the member's membership is terminated, the Chair will provide a written notice of termination to the member in question within two weeks of the vote, and the Board or committee will discuss options for recruiting a new member.