

<b>Manual:</b>	Board of Directors	<b>Number:</b>	II-A-4
<b>Section:</b>	Board Effectiveness	<b>Effective Date:</b>	October 28, 2024
<b>Committee:</b>	Governance	<b>Last Reviewed:</b>	October 28, 2024
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<b>Subject:</b>	<b>BOARD &amp; COMMITTEE ATTENDANCE</b>		

To ensure that Board and committee members contribute their expertise and judgment to the business and affairs of the corporation by attending and participating in Board and committee meetings, Directors and committee members are expected to attend meetings to which they are assigned.

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.

While participation by telephone or other electronic means is allowed, attending in-person when the meeting is scheduled as an in-person meeting is the preferred option.

### *Courses of Action*

1. Where a Director or committee member is absent for 25% of the meetings of the Board or of a committee in a 12-month period, or is absent for three consecutive meetings, the Chair shall discuss the reasons for the absences with the member and may ask the individual to resign.
2. A Director or committee member's record of attendance shall be considered with respect to renewal of a board term or future assignment to a committee.
3. Where the Director or committee member is an ex officio role, the Chair may discuss the Director or committee member's attendance with the organization the individual is affiliated with, and such organization may be requested to remove the Director or committee member and appoint a new ex officio individual to fill the role.
4. The Chair shall, at the Chair's sole discretion, determine if a Director or committee member's absences are excusable and may grant a Director or committee member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled board or committee meetings.