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SUBJECT: BOARD & COMMITTEE ATTENDANCE

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, board 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. An attendance rate of at least 75% is required.

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.

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 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 board or committee member is an *ex officio* member of the board, the chair may discuss the member's attendance with the organization the member is affiliated with, and such organization may be requested to remove the member and appoint a new *ex officio* member to the board.
4. The chair shall, at the chair's sole discretion, determine if a board or committee member's absences are excusable and may grant a board 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.

¹ An external member refers to community members on Board Committees, who are not directors of the Board, but are members of the Committee.