

<b>TITLE:</b> Board Member Attendance	<b>SECTION:</b> ORGANIZATION
<b>DATE:</b> August 12, 2010	<b>POLICY NO.</b> KDSB-ORG-I-05
<b>APPROVED BY:</b> Resolution #2010-99	<b>REVISED:</b>

**1. POLICY STATEMENT**

In conjunction with Board Policy Number KDSB-ORG-I-02 –Role, Conduct and Responsibilities, this policy establishes expectations Board members have of one another with respect to attendance at meetings and sets out how the Board will address members who do not meet the attendance expectations.

The Board of Directors is committed to excellence in its governance practice. The Board members contribute to this practice by setting clear expectations for its individual directors and establishing processes to assist directors in meeting them.

Board members are expected to attend all scheduled Board meetings and special meetings, workshops, conferences and training sessions scheduled by the Board *and members are expected to be in attendance at the commencement of and for the duration of such Board activities*

**2. BACKGROUND**

Section 4 of Ontario Regulation 278/98 under the District Social Service Administration Board Act (the Act) outlines the term of office of members. Subsections (4) and (5) determine the requirements for a member to be ineligible to remain as a member of the board. These subsections read as follows:

Subsection (4)

“If a member who was appointed by one or more municipalities becomes ineligible to hold office as a board member, fails to attend three consecutive board meetings without the board’s authorization, resigns or dies before the end of his or her term, the council or councils that appointed the member shall appoint a new member to serve the remainder of the term.”

Subsection (5)

“If a member of a board represents an area set out in the Schedule for the board that is comprised of territory without municipal organization and that member becomes ineligible to hold office as a board member, fails to attend three consecutive board meetings without the board’s authorization, resigns or dies before the end of his or her term, the board shall appoint a new member to serve the territory for the remainder of the term.”

As noted in subsections (4) and (5) if a member fails to attend three consecutive board meetings without the board’s authorization, the council(s) or the board, as the case may be, is required (obligated) to appoint a new member.

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**3. PROCEDURE**

Board meetings (includes Committee of the Whole meetings) will be scheduled well in advance so Board members are fully aware of the meeting dates.

The Board of Directors authorizes the Chair of the Board to determine whether a member's absence from a scheduled board meeting is to be considered as authorized or unauthorized. The Chair shall take into consideration the circumstance pertaining to the member's absence and in particular the criteria established under this policy when determining whether such absence is authorized or unauthorized.

*Note: The Board of Directors will determine whether the absence of the Chair from a scheduled board meeting is to be considered as authorized or unauthorized. The Board of Directors will use the same criteria established for board members under this policy to determine whether the Chair's absence is authorized or unauthorized. The Chair should advise all Board members of his/her impending absence and the reason for same through electronic communication (email) so such absence can be recorded in the minutes of the board.*

If a member is unable to attend a scheduled Board meeting he/she will notify the Board Chair, either by phone or email, at least 72 hours (3 days) in advance of the meeting to indicate his/her anticipated absence. The member will provide the Chair with an explanation as to the reason for the absence and the Chair will determine whether the absence is considered 'authorized' or 'unauthorized' and shall report same to the Board of Directors at the scheduled meeting to which the member is to be absent. Should an emergency occur that precludes the member from contacting the Chair within the 72 hours before the meeting the member shall contact the Chair as soon as possible following the emergency. If the member fails to notify the Chair following the meeting at which the member was absent and prior to the next scheduled Board meeting the member's absence will be deemed to be unauthorized and the Chair shall report such to the Board at the next meeting following the member's absence and such determination shall be reported in the minutes of the board.

The Chair shall consider the following as authorized absences:

1. illness or injury to self or immediate family members;
2. death of immediate family member;
3. work related but not for the 2<sup>nd</sup> or more consecutive scheduled meeting(s);
4. inclement weather and/or road closures;
5. jury duty or witness in court;
6. vacation but not for the 2<sup>nd</sup> or more consecutive scheduled meeting(s);
7. board meeting that has been rescheduled due to unforeseen circumstances;
8. special board meetings that are scheduled within 72 hours of notice which the member is unable to attend due to prior commitments.

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The Chair shall consider the following as unauthorized absences:

1. personal business;
2. work related for the 2<sup>nd</sup> or more consecutive scheduled meeting(s);
3. family matters (other than illness or injury of self or immediate family members);
4. attendance at other organization meetings (including municipal council or municipal committee meetings);
5. attendance at other organization functions;
6. vacation for the 2<sup>nd</sup> or more consecutive scheduled meeting(s).

*Note: The above list of, authorized and/or unauthorized, absences is not exhaustive and the Chair will consider any other explanation by a member in determining whether such explanation should be deemed as an authorized or unauthorized absence. The Chair will advise the member of his/her determination. The Chair will advise the Board of Directors of such determination at the scheduled meeting to which the member is to be absent or at the next scheduled Board meeting as circumstances dictate.*

If a member is absent without authorization for three (3) consecutive Board meetings they are deemed to be ineligible to continue as a Board member as per the requirements under Section 4 of Ontario Regulation 278/98; and in the case of a member:

(1) Appointed by one or more municipalities:

The municipality(s) will be advised to appoint a new member to the Board of Directors for the remainder of the term and to advise the Board of the name of the new appointed member;

(2) Representing an area comprised of territory without municipal organization:

The Board will appoint a new member to serve that territory for the remainder of the term.

If a Board member anticipates that he/she will be unable to fulfill his/her duties as a Board member because of inability to attend at least 50% of the annual board meetings he/she should consider relinquishing their office so the constituents that he/she represents may be assured they have a voting member *in attendance* at board meetings.

Appeal Process

*A member, who has been advised by the Chair that his/her absence is 'unauthorized', may appeal such decision to the Board of Directors if there are extenuating circumstances for the member's absence that he/she believes were not adequately considered by the Chair. The decision of the Board of Directors, with respect to the appeal of a member, will be determined, without debate, by a vote of*

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<p><i>the members present at the meeting at which the appeal is to be considered and the decision of the majority will be final. The member whose appeal is being considered shall not be eligible to vote on the appeal.</i></p>	