

## **LWVHC Policy # 13 Board Attendance Policy**

### **Purpose**

It is required that elected and appointed Board members be available for the regular monthly meetings of the Board of the League of Women Voters to conduct League business.

### **Absences**

Appointed and elected members of the Board of Directors, including elected officers, shall be permitted three absences of regular Board meetings in one year —July 1 through June 30. A member is to notify the President of the Board prior to the called meeting. Absences will be recorded by the Secretary in the minutes of the meeting. The Secretary shall maintain an attendance record for each meeting.

### **Extended Absences**

If a member anticipates an extended absence, please make the Board aware of the circumstance so that the Board may plan for and manage the work assigned to that member during her/his absence.

### **Action**

If there is an excess of three absences in a twelve month period, the Board and member shall evaluate Board participation. A decision to ask a member to resign from the Board must have the support and recommendation of the Executive Committee.

Adopted November 6, 2008

Amended November 2015

Adopted July 2016