

## **Meeting Attendance and Participation Policy**

### Purpose:

To create a process to follow when RTCC board members are consistently not able to meet their commitments of meeting attendance and participation.

### Policy:

It is expected that RTCC board member make every effort to attend board and committee meetings. In the event that board members are unable to participate in a board meeting, they must contact the President and/or the Executive Director in advance of the meeting stating the reason why they are unable to attend.

- RTCC board members are expected to attend a minimum of 65% of all regularly scheduled board meetings. Members are encouraged to schedule personal and professional commitments around RTCC board meetings.
  - RTCC board members are to miss no more than 2 consecutive board meetings without prior notification to the RTCC President and/or the Executive Director.
  - RTCC board members must follow the RTCC Code of Conduct, Roles and Responsibilities of Board Members
- Board members who are unable to attend an RTCC board meeting and have notified the President and/or the Executive Director are noted under "Regrets" in the board meeting minutes. Otherwise they are noted in the minutes as "Absent".

### Process:

- 1) The Secretary will notify the RTCC Executive Committee if a board member fails to meet any of the attendance requirements noted above.
- 2) A member of RTCC Executive Committee will contact the board member to discuss this matter. The Executive Committee must be notified of the results of this discussion.
- 3) If the board member's difficulties are resolvable, the RTCC Executive Committee will attempt to work with the board member to

resolve them. The RTCC Executive Committee must be notified of the results of the attempt at resolution.

4) If no mutually satisfactory resolution is possible, the RTCC President will ask the board member to resign.

5) If the board member refuses to resign, the member's response will be put to the RTCC board at the next board meeting. The board member will be given an opportunity to speak to this item and the discussion will be held in an in camera session.

A motion to recommend to the Community Council that the member's appointment to the Board be rescinded will require at least a 65% majority of the votes cast. The votes will be recorded but not be part of the public record