

**NORTH BAY REGIONAL HEALTH CENTRE (NBRHC)**

<b>Policy and Procedure</b>		<b>Policy Number</b>	ADM-BO-007	
<b>Title</b> Director Attendance		<b>Policy category</b>	<input type="checkbox"/> Departmental <input type="checkbox"/> Organization Wide <input checked="" type="checkbox"/> Board	
		<b>Manual</b>	Board	
		<input type="checkbox"/> New <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Reviewed, no change		
<b>Origination Date</b>	<b>October 2011</b>	<b>Developer</b> Governance Committee		
<b>Effective Date</b>	Reviewed by Governance – April 2, 2015 Approved by Board – April 10, 2015 Reviewed by Governance – January 26, 2017 Approved by Board – February 9, 2017 Reviewed by Governance – February 28, 2019 Approved by Board – March 14, 2019			
<b>Cross References (NBRHC or legacy organization policies)</b> Administrative Bylaws Section 13(2)(a)		<b>Comparable Policy from service provider within NBRHC Facility</b> Not applicable		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

**1.0 Purpose**

The intent of this policy is to support full contribution of all Directors, to encourage them to meet their responsibilities to the organization, and to ensure attendance issues are addressed in a timely fashion.

**2.0 Policy**

Directors are expected to attend all meetings of the Board and each committee meeting to which they are assigned. It is preferred to have face-to-face meetings however circumstances sometimes dictate the need for video or teleconference connections. Directors are required to attend Board meetings in-person at least 75% of the time. The use of technology can provide an adequate means of engaging all Directors if used effectively.

It is also recognized that Directors and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances.

**3.0 Minor Revision History**

Not applicable.

**4.0 Definitions**

Not applicable.

**5.0 Materials required**

Not applicable.

**6.0 Procedure**

Prior to acceptance of nomination, Directors should be made aware of and consent to the time commitment required of them.

If a Director is unable to attend a regularly scheduled meeting they should contact the Board/Committee Chair as soon as possible.

If a Director’s attendance at meetings of the Board or a committee becomes an issue, the Board Chair shall discuss the reasons for the absences with the Director. Should there be a reasonable explanation for absences, as well as reasonable belief that the problem no longer exists, the Chair shall, in the Chair’s sole discretion, determine if the Director’s absences are excusable and may grant the Director a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board or committee meetings.

The office of a Director may be vacated by a simple majority resolution of the Board if a Director is absent for three (3) consecutive meetings of the Board, or for one-third (1/3) or more of the meetings of the Board in any twelve (12) month period.

A Director’s record of attendance shall be considered with respect to renewal of a Board term or future assignment to committees.

**7.0 Appendices/Educational Materials**

Not applicable.

**8.0 References**

See Bylaws, Section 13(2)(a)

**9.0 Content Experts/Stakeholders**

<b>Content Expert/Stakeholder</b>	<b>Date Sent</b>
Governance Committee	February 2017 January 2019
Board of Directors	March 2017 March 2019

**10.0 Signing Authority Approval**

<b>Position</b>	<b>Date Signed</b>
Chair, Board of Directors	