



Policy Number:	03
Policy Title:	Defining Board Attendance Expectations and Discipline Related to Member Absences
Original date:	September 2012
Revision Date:	April 2023

Purpose:

The purpose of this policy is to define Board member attendance expectations and to differentiate excused and unexcused absences as a supplement to the disciplinary actions outlined in the NCAHQ Bylaws, Article V, Section 5.

Definitions:

Negligence in duties: Failure to consistently respond to electronic mail (email) requesting input from Board members, lack of follow-through on assignments, including submission of requested reports and/or lack of participation overall in the activities of the Board.

Policy/Procedure:

1. Board members are expected to attend all Board meetings either in person or virtually. All members are expected to participate in Board discussions and decisions via email or virtually on an as needed basis.
2. Board members are expected to attend (in person) the annual conference.
3. Excused Absence:
 - 3.1. A Board member must notify the President or appointed designee (if applicable) regarding his/her inability to either attend a scheduled meeting or participate in a scheduled virtual meeting of the Board of Directors in order for the absence to be considered excused.
 - 3.2. Upon the third consecutive excused absence of a member **or** falling below 75% attendance for the year (May through April), the Board will assess whether the Board member is negligent in fulfilling his/her accepted responsibilities.
 - 3.3. If the Board agrees that the member is negligent in his/her duties, removal of the board member from his/her position may be initiated as defined by the Bylaws.
4. Unexcused Absences:
 - 4.1. An absence by a Board member who does not notify the President or appointed designee (if applicable) prior to or within 24 hours following a scheduled meeting or conference call meeting of his/her inability to attend will be considered unexcused.

4.2. Upon the second unexcused absence, the Board will assess whether the member is negligent in his/her duties and may initiate removal of the board member from his/her position as defined by the Bylaws.

5. Appeal/Defense Process:

5.1. Upon agreement by the Board to initiate termination action, the President or appointed designee (if applicable) will notify the Board member by email of the decision to initiate termination of his/her position on the Board. The Board member will have the opportunity to defend his/her position on the board by appeal, or can agree to termination via resignation of the board member from the position via email.

5.2. The Board member will be granted ten business days to respond via email to the disciplinary action initiated by the Board. The Board member may also request a face-to-face or virtual meeting with the Board or Executive Board to defend his/her position.

5.4. The Board will consider the merits of the appeal and vote whether to remove the Board member from office. A simple majority vote of the Board is required for removal of the Board member from his/her position.

5.5. Notification Procedure

5.5.1. In some instances, prior to initiating the termination action process, the President or appointed designee (if applicable) may initiate contact with the Board member via telephone to discuss the absences and determine whether the member intends to remain in his/her position.

5.5.2. An email will be sent to the Board member informing him/her of the intent of the Board to initiate termination proceedings.

Reference:

NCAHQ Bylaws, Article V, Section 5

Removal: Directors may be removed from office with or without cause by a vote of the majority of the Members or by a majority of the Board of Directors. Any Board member absent from two (2) consecutive meetings without just cause shall be deemed as failing to perform duties of the office, and in accordance with these Bylaws, will be removed from office.