

SSSC Board Member Attendance Policy

1. Review of the Guidelines

The board attendance policy shall be reviewed at the first meeting of the board following an election. The board may elect to modify this policy at any time by passing a motion.

Members will be given a copy of this policy upon assuming office or any time a change is made to this policy. The copies may be electronic.

2. Board Attendance Guidelines

It is the responsibility of board members to attend each board meeting.

3. Exceptions to the Guidelines

The member is excused from a meeting if any of the following apply at the time of the meeting:

- a. The member is recused from the meeting.
- b. The member is on board approved medical leave. (See August 7, 2013 board meeting minutes for the Medical Leave policy.)
- c. The member has received permission through a motion of the board for an extended leave of absence.
- d. The member has notified the Secretary and the Executive Director in writing twenty-four (24) hours prior to the meeting, or seven (7) days prior to the start of a Face-to-Face meeting.

4. Board Attendance Records

Board Attendance Records for the most recent quarter of service shall be published in the SSSC quarterly Sangat report. Absences that qualify under any part of Section 3a of this policy shall be marked as "Recused" on the report. Absences that qualify under Section 3b, c, or d shall be marked as "Excused" on the report.

Board Chair's Signature Indicating Board Authorization

Date _____