



Policy Title: ATTENDANCE AT BOARD & COMMITTEE MEETINGS POLICY		Policy Section: Governance Process	Policy Number: GP IV-50
Approved By: Board of Directors	Date Approved: March 15, 2023	Date Reviewed/ Revised:	Chair's Signature:

PURPOSE

The purpose of the "Attendance at Board and Committee Meetings" Governance Process Policy (GP #IV-50) is to set out the expectations of Board members regarding attendance at Board meetings. It is important for the continuity of the Board with decisions being made that all Board members attend regularly scheduled Board meetings. The policy also applies to Advisory Committee Members, Discipline and Appeals Committee Members, and members of other ad hoc committees that may be established from time to time for the purpose of conducting the business of the Authority.

POLICY

1. Board and Committee members will:
 - a. Make best efforts to attend all Board meetings or meetings of Committees to which they are members; but at a minimum, will attend at least 75 percent of scheduled meetings.
 - b. Not miss more than three consecutive meetings without providing the Board or Committee Chair, as the case may be, with an explanation.
 - c. Convey their regrets to the Board or Committee Chair, as the case may be, and the CEO (or Executive Assistant) by email as soon as possible if they are unable to attend a Board or Committee meeting.
 2. The Board or Committee Chair, as the case may be, will, in their sole discretion, determine if a Board or Committee member's absences are excusable and may grant them a limited period to rearrange their schedule so that there are not conflicts with regularly scheduled Board or Committee meetings. The Board or Committee Chair will report back to the Board.
 3. The Board or Committee Chair will determine if a Board member's request for an extended leave of absence (e.g., medical leave) is reasonable. The Board or Committee Chair will request approval by the Board.
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4. An attendance summary will be completed annually for the Board Chair's review.
5. A member's record of attendance will be considered with respect to, potential removal from the Board or Committee, in compliance with the By-law, renewal of a Board or Committee term, or future assignment to a committee.

Reference:

- Ontario Hospital Association Governance Centre of Excellence – Guide to Good Governance.