

**LOYALIST COLLEGE**  
**Board of Governors Policy**

<b>C12</b>	<b>C. Board/Governance Processes</b>  <b>C 12. BOARD AND COMMITTEE MEETING ATTENDANCE</b>
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**Date Approved: March 2019**

**Next Review Date: 2023**

**Background**

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in By-Law 1 of the College.

To ensure that board and committee members contribute their expertise and judgement to the business and affairs of the corporation, Governors and committee members are expected to attend all board meetings and all meetings of the committees to which they are assigned

**Policy**

It is recognized that governors and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 75% is acceptable.

Where a governor or committee member fails to attend 75% of the meetings of the board or of a committee in a 12-month period, or is absent for three consecutive meetings, the chair of the board shall discuss the reasons for the absences with the member and may ask the individual to resign.

A member's record of attendance shall be considered with respect to renewal of a board term or future assignment to a committee.

The Chair shall, in the Chair's sole discretion, determine if a board or committee member's absences are excusable. The Chair may grant a board or committee member a limited period of time to rearrange their schedule so that there are not conflicts with regularly scheduled board or committee meetings.

**Monitoring**

The Secretary of the Board of Governors will monitor the attendance of each board member to ensure that they comply with this policy.

**Related Materials**

Board of Governors By-Law # 1