Adopted: 10-29-17

219 BOARD MEMBER MEETING ATTENDANCE

I. PURPOSE

The purpose of this Studio School policy is to support full contribution of all members of The Studio School Board of Directors. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board (see adoption date above).

II. GENERAL STATEMENT OF POLICY

A board attendance problem exists when the member misses three meetings in a twelve month period with or without advanced notice. Members will be able to join meetings via physical or digital synchronous attendance. Furthermore, considerations for attendance will be taken into account for members that know and make accommodations 24 hours in advance of scheduled meetings.

III. RESPONSE TO A BOARD ATTENDANCE PROBLEM

A. If a board attendance problem exists, the Board Chair will promptly contact the member to have an in-person meeting and discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued membership on the board.

B. If the board decides to put the membership in a probationary status, probationary status will be conducted per the following procedures:

   1. The Board Chair will notify the probationary member in writing of the board's decision per the terms of the Board Attendance Policy;
   2. This written notification will outline the steps that the board expects the member to fulfill in order to continue as a member on the board;
   3. The board will review and vote at the next board meeting regarding the member in question;

C. If the board votes to terminate the membership, termination will be conducted per the following procedures:

   1. The Board Chair will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
   2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
   3. This written notification will also request the terminated member return his or her board manual to the agency within two weeks;

4. The board will vote to accept the member's resignation letter at the next board meeting;
5. The board will promptly initiate a process to begin recruiting a new board member.