

## CUSA Board Attendance Policy

D-03

LONG TITLE	CUSA Board Attendance Policy	DATE OF ENACTMENT	15 March 2022
		LAST AMENDED	March 2022
REFERENCE No.	D-03	NEXT REVIEW	31 December 2027
CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board or Designated Subcommittee	DELEGATES	Chair of the Board

### 1) Objective

- a) To outline the expectations and responsibilities of Directors in regard to their attendance, as well as to outline the consequences resulting from their absence.

### 2) Definitions

For the purposes of this policy unless the context demands a separate interpretation:

- a) Academic year is from April of the current year to March of the following year.
- b) Board Chair shall always be taken to mean Chair of the CUSA Board.
- c) Meeting or Meetings shall include all duly called meetings of the Board as defined in CUSA ByLaw be they regular, committees, ad-hoc task force or special meetings of the Board; as well as any meetings called properly and in accordance with any Board policy.
- d) Subcommittee Chair or Chairs shall be taken to mean the respective Chair of any Meeting and may not be the Board Chair or ad hoc task force.

### 3) Policy Administration

- a) The Board Chair has the responsibility of maintaining attendance records of Meetings as well as records of any regrets and written rationale submitted to them.
  - i) All Chairs must maintain and submit updated attendance records including written rationale and regrets on a weekly basis to the Board Chair.
  - ii) Any or all of this information must be made available to the Board Chair upon the Board Chair's request.

### 4) Meetings Held by a Chair

- a) Directors are required to submit written regrets to the Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.
- b) Subcommittee Chairs are required to provide updated attendance records to the Board Chair within seven (7) days following a Meeting.

### 5) Meetings held by the Board Chair

- a) Directors are required to submit written regrets to the Board Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.

**6) Teleconferencing & Virtual meetings**

- a) Meetings held via teleconference, video calling service, or over the internet will also be considered as a duly called meeting

**7) Punctuality**

- a) Directors who arrive 15 minutes after the scheduled start of a meeting will receive half an absence.
- b) Directors who arrive halfway through a scheduled meeting, defined by the halfway mark in the time the individual was asked to be free in advance of the meeting will receive a full absence.

**8) Consequences**

- a) After a director misses their first meeting the Chair of the Board shall explain to the director in question that they are not permitted to miss two more meetings.
- b) If a director misses three meetings in the same academic year that director is to be removed from the Board of Directors by a regular resolution of the Board

**9) Exceptions**

- a) If it is the Chair of the Board who has missed 3 meetings then the Vice-chair will execute section 8.0.
- b) Resource members will be exempt from this policy.