


North Bay Regional Health Centre  Centre régional de santé de North Bay	<b>Policy/Procedure</b>
<b>Title</b> Director Attendance	<b>Policy Number</b> ADM-BO-007
<b>Developer</b>  Governance Committee	<b>Category</b> Board
	<b>Issue Date</b> October 2011
	<b>Revision Date</b> May 5, 2021
	<b>Next Review Date</b> May 2024

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## 1.0 Scope of Policy/Procedure

The intent of this policy is to support full contribution of all Directors, to encourage them to meet their responsibilities to the organization, and to ensure attendance issues are addressed in a timely fashion.

## 2.0 Policy Statement

- Directors are expected to attend all meetings of the Board and each committee meeting to which they are assigned. It is preferred to have face-to-face meetings however circumstances sometimes dictate the need for video or teleconference connections. Directors are required to attend Board meetings at least 75% of the time. The use of technology can provide an adequate means of engaging all Directors if used effectively.
- It is also recognised that Directors and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances.

## 3.0 Procedure/Process

### 3.1 Procedure

- Prior to acceptance of nomination, Directors should be made aware of, and consent to, the time commitment required of them.
- If a Director is unable to attend a regularly scheduled meeting, they should contact the Board/Committee Chair as soon as possible.

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- If a Director's attendance at meetings of the Board or a committee becomes an issue, the Board Chair shall discuss the reasons for the absences with the Director. Should there be a reasonable explanation for absences, as well as reasonable belief that the problem no longer exists, the Chair shall, in the Chair's sole discretion, determine if the Director's absences are excusable, and may grant the Director a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board or committee meetings.
- The office of a Director may be vacated by a simple majority resolution of the Board if a Director is absent for three (3) consecutive meetings of the Board, or for one-third (1/3) or more of the meetings of the Board in any twelve (12) month period.
- A Director's record of attendance shall be considered with respect to renewal of a Board term or future assignments to committees.

#### 4.0 References

Administrative By-laws (June 2020), Section 13(2) (a)

#### 5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	January 2021
Board of Directors	February 2021

#### 6.0 Approval

Signing Authority Signature	Date Signed
Board Chair	May 4, 2021