**Wisconsin Balance of State Continuum of Care (WI BOSCOC)**

**Board of Director Attendance Policy**

**INTRODUCTION**

Regular attendance at Board, Committee and Quarterly meetings is essential in order to maintain continuity and cohesion in the management and governance of the Wisconsin Balance of State Continuum of Care (WIBOSCOC).

**PURPOSE**

The purpose of this policy is to set forth the WIBOSCOC’s policy and procedures for handling board member attendance requirements for the WIBOSCOC’s Board meetings, Quarterly Business meetings and Committee meetings.

**POLICY**

Board members are expected to demonstrate their commitment to the organization by consistent attendance at Board meetings, Quarterly meetings and the Committee on which they sit, except when prevented by emergencies, medical leave, or unforeseeable events.

**RESPONSIBILITES**

The Board Chair is responsible to monitor the attendance of each member and to issue notifications to the Local Coalition and Board member as appropriate. In addition, the Board Chair is responsible to follow the established process to address attendance issues of any additional director.

The Secretary is responsible for tracking attendance to ensure that quorum is met prior to each Board meeting.

**ATTENDANCE REQUIREMENTS**

Members are required to engage in no more than 3 excused absences in any one year without prior approval of the board chair.

With prior approval beyond the set 3 allowable excused absences in a year the Board chair has discretion to grant excused absences for emergencies, medical leave, or unforeseeable events.

In person meetings will only allow remote connection to accommodate board members who are unable to travel due to an incapacity and when the location of the meeting has the appropriate technology.

**PROCEDURES**

The annual calendar for board meetings is decided by board members at the November annual meeting and distributed by the end of the month to allow board members to schedule ahead accordingly. Once a board member receives the annual calendar, they will have ten days to provide the board chair and secretary all conflicting future meeting dates. Those conflicts will not be counted towards the three allowable excused absences and coded on the BOS Google Doc Attendance Sheet as a Future Conflict (FC).

An electronic meeting invitation for each meeting will be sent to members prior to the beginning of the new year.

Where Board members are prevented from attending any Board meeting, they must notify the Secretary of their intended absence prior to the start of the meeting and will be marked as excused from the meeting.

When a board member does not provide the Secretary notification of their intended absence prior to the start of the board meeting or the fourth excused absence is not due to an emergency or medical leave the member will be marked as unexcused.

**PROCESS**

A Board member will be notified by the Secretary if they have reached the maximum number of 3 allowable absences and reminded of the attendance requirements and process.

If a Local Coalition Board member has surpassed the maximum 3 allowable absences, or engaged in an unexcused absence, the Board chair will notify both the Board Member and the Local Coalition of the attendance status to ensure that any barriers to participation on the BOS board is addressed and resolved on a local level.

The Local Coalition will provide a written response to the Board chair describing their plan for resolution within thirty days of the attendance status notification that includes a signed statement of commitment to attend all remaining, scheduled Board meetings.

The Executive Committee will review the written response and present recommendations to the full board for further review and discussion.

If an Additional Director has surpassed the maximum 3 allowable absences or engaged in an unexcused absence the Board Chair will provide written notification of the attendance status and request a written response describing a plan for resolution. In the event that an additional director is non-responsive to the written requests for ninety days the Board Chair will suggest to the full board for removal of the Additional Director.