

Wisconsin Balance of State Continuum of Care 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 (WIBOSCO).

PURPOSE

The purpose of this policy is to set forth the WIBOSCO's policy and procedures for handling board member attendance requirements for the WIBOSCO'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 schedule conflicts.

RESPONSIBILITIES

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.

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.

Members are required to engage in no more than 1 excused absence in a Quarterly Business meeting in any one year.

All in-person board meetings will be scheduled after the Quarterly Thursday meeting.

PROCEDURES

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 it is the fourth excused absence 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. Local Coalition Leads and Delegates will have access to the Google attendance link and are required to monitor board member attendance for their local coalition on a regular basis.

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.