



# Wisconsin Balance of State Continuum of Care (WI BOSCOC) Board of Director Attendance Policy

## INTRODUCTION

Regular attendance at Board, Committee and Quarterly Business 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 following policy is designed to establish minimum attendance standards for Directors of the Wisconsin Balance of Continuum of Care.

## POLICY

Board Directors are expected to demonstrate their commitment to the organization by consistent attendance at Board meetings, Quarterly Business meetings and the Committee on which they serve, except when prevented by illness, emergency, or schedule conflicts. In person meetings will allow remote connection to accommodate board members who are unable to travel and when the location of the meeting has the appropriate technology.

## ATTENDANCE REQUIREMENTS

Except in the event of a notified absence (defined below) each Director of the WIBOSCOC is expected to attend each regular and special board meeting as scheduled of the WIBOSCOC. Members are allowed three notified absences from Board meetings in any one year.

Directors are expected to attend Quarterly WIBOSCOC Business meetings.

Directors are expected to facilitate Committee meetings and follow established attendance policies and procedures for as indicated in the Committee Charter.

## NOTIFIED/NON-NOTIFIED ABSENCES

### Notified Absence

Prior to a Board or Quarterly Business meeting the Director informs the WIBOSCOC Secretary and/or Board Chair that the Director will be absent.

As soon as reasonably possible the Director informs the WIBOSCOC Secretary and/or Board Chair of an absence due to circumstances such as illness, emergency or schedule conflicts.

### Non-Notified

Any absence that is not reported to the WIBOSCOC Board Secretary and/or Board Chair will be recorded as non-notified.



## PROCEDURES

### Board Meetings

1. The WIBOSCO President/COC Director will send an electronic meeting invitation for each meeting prior to the beginning of the new year to minimize scheduling conflicts.
2. The Secretary will record attendance during roll call at each board meeting.
3. The WIBOSCO Board Chair will notify the Director, Local Coalition Lead and Delegate via email of three notified absences, any non-notified absence and for any missed meeting thereafter.
4. Local Coalitions will follow any established attendance expectations of WIBOSCO Directors as written in the Local Coalition Governance Documents.
5. The WIBOSCO Board Chair will provide written notification to an Additional Director once the three notified absences are reached. In the event that an Additional Director is non-responsive to the written requests and continues to miss meetings for ninety days the Board Chair will suggest to the full board for removal of the Additional Director.
6. The WIBOSCO reserves the right to remove a Board of Director according to the Bylaws Article IV, Section 4:

*Removal. Any individual Director may be removed from office with or without cause by action of a two-thirds majority of the Board of Directors or a majority of the Members. The notice of any meeting where the removal of a particular Director is to be considered must identify the Director and state that the purpose, or one of the purposes, of the meeting is to consider the removal of the Director.*

7. Board of Directors who are unable to participate to the extent necessary will consider resigning from the Board.

### Quarterly Business Meetings

1. Board of Directors are expected to attend all Quarterly Business meetings.
2. Board of Directors will notify the Secretary and Chair of any planned absence prior to the Quarterly Business meeting and of an unexpected absence as soon as reasonably possible.
3. Board of Directors responsible for presenting an agenda item will ensure another Director facilitates the presentation in the event of a notified absence. This includes but is not limited to running the agenda, the Treasurer Report, and Committee Reports.

### Committee Meetings

1. Board of Directors in Chair/Co-Chair/Member positions are expected to facilitate and participate in committee meetings as needed and indicated in the Committee Charter.

### Attendance Monitoring

1. Local Coalition Leads are encouraged to read board meeting minutes, and/or reach out to the COC Director, Board Chair or Board Secretary for attendance status updates of their representative Director.
2. A full Board Attendance Report will be created every June and December by the COC Director and Board Secretary and shared with Local Coalition Leads.