

BOARD PROCEDURE: Governor Attendance – Board and Committee Meetings

REFERENCE NUMBER:	BP-012
APPROVAL DATE:	<i>Original:</i> December 14, 2016 (Policy BG-009)
REVISION DATE(S):	June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	2022

1. Purpose

- 1.1 To establish and communicate parameters and expectations for attendance by all Governors with respect to meetings of the Board of Governors and its Committees.

2. General Principles

- 2.1 Governors are expected to attend all meetings of the Board and all meetings of the Committees to which they are elected or assigned, either in person or through alternate means (e.g. teleconference, video-conference).
- 2.2 The Board has established a single meeting day and schedules Committee-of-the-Whole, Public Board and In-Camera Board meetings on this day. All Governors attend these meetings.
- 2.3 Members should be present and participating for the entirety of a meeting. It is recognized that a member may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances, e.g. holidays, illness, weather conditions.

3. Recording of Attendance

- 3.1 Attendance will be recorded for each meeting of the Board and its Committees and listed on the minutes. Recording attendance for each meeting confirms quorum requirements have been met.
- 3.2 A member who is in attendance for all or part of a meeting is considered to be "*present*".
- 3.3 The expectation of the Board is that Governors will attend at least 75% of Board and Committee meetings held within the twelve-month period September through to the following August. Members will be proactive in speaking with the Board Chair if experiencing difficulties in meeting this commitment.

4. Process

- 4.1 Members are expected to notify the Board Secretary, the Board Chair and/or the Committee Chair before a scheduled meeting to indicate they would be absent from the upcoming meeting.
- 4.2 The Board Secretary will maintain the attendance record and advise the Board Chair of an attendance concern.
- 4.3 A governor's record of attendance will be considered with respect to renewal of a Board term or future assignment to a Committee. This is in addition to a governor's responsibility to represent and actively promote the College at community and College functions.
- 4.4 A summary of attendance will be included in the Board's annual operational review.

Attendance is also referenced in Governance Policy GP-001, *Removal of a Board Member* and Board Procedure BP-008, *Guidelines for External Governor Appointment and Re-appointment*

History of Amendments/Reviews:

Section(s)	Date	Comments
NEW procedure	May 2015 through Nov 2016	Developed as an outcome of the Board's 2015-2016 operational review • Board approval (Resolution BoG Dec14-2016 #2)
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)

