

# **GATEWAY COMMUNITY & TECHNICAL COLLEGE**

## **BOARD OF DIRECTORS' ATTENDANCE POLICY**

To be an effective Board Member for GCTC, attendance at board and committee meetings is critical. This policy is intended to support full contribution of all Board Members. Each Board Member will receive a copy of this policy. The policy will be reviewed by the Executive Committee once a year and if changes are required, will recommend those changes to the full Board.

### **ATTENDANCE POLICY:**

1. Board Members should attend 75 percent of all regularly scheduled meetings including committee meetings to which they are assigned during the fiscal year.
2. The attendance status of a Board Member who is in attendance in a meeting, from the time it is called to order until it is adjourned, shall be marked "present" in the official Board of Directors' or committee meeting minutes.
3. A Board Member that is absent from a meeting from the time it is called to order until it is adjourned, shall be marked "absent" in the official Board of Directors' or committee meeting minutes.
4. A Board Member should be present and participating for the entirety of a meeting, but in the event of any noteworthy ( one (1) hour or more) periods of absence or inactivity during the meeting, the Chair has the power to make a motion for the member to be marked "absent" in the official meeting minutes.
5. A Board Member shall notify the Chair of the Board or committee if he/she is unable to attend a meeting. Such notice must be received prior to the time the meeting is scheduled.
6. If a board attendance problem exists regarding a Member, the Board Chair will promptly contact the Board Member to discuss the problem. The Member's response will be shared with the Executive Committee. The Executive Committee will determine if the attendance can be corrected. If not, the Executive Committee will make a recommendation either to the Governor or the selecting entity for dismissal from the Board.