



**Policy #**  
  
**SCB 2**

<b>Title</b>	Requirements for Chapter Board Meeting Participation of Board Members	<b>Date Created</b> <b>6/5/2013</b>
		<b>Date Updated</b>

**Purpose** To describe the requirements and standards for Board Member participation in Board Meetings (and the process for removal if standards remain unmet)

**Section** **The CESA Southern Chapter Board adopted the following Policy:**

- 1.0 All Chapter Board of Directors' members, including Chapter Officers, (herein referred to as Chapter Directors) pledge upon nomination that they will participate in Chapter Board of Directors' meetings. Such participation is necessary for the timely, efficient conduct of Board business. Participation in Chapter Board meetings includes attendance at regularly scheduled face-to-face, telephonic and/or electronic Board meetings conducted under the Chapter Constitution and the Chapter Board Policies.
- 2.0 Occasional absences from Chapter Board meetings may be unavoidable, and are permissible, as long as they do not disrupt the efficient conduct of Chapter Board business. Chronic and/or consecutive absences, regardless of cause, disrupt Chapter Board business and violate the Director's pledge to participate in furthering the aims and purposes of the Association.
- 3.0 There are two categories of absence under this policy:
  - 1. Excused
  - 2. Unexcused

3.1. Excused Absences are absences caused by illness, emergencies, unexpected work commitments, vacation and similar planned or unplanned events. To qualify for excused absence, the Chapter Director must notify the Chapter President of the absence and provide the general cause before the scheduled Chapter Board meeting. Notification shall be either by email, with a copy to the Southern Chapter Administrator, or if email is not available, via telephone contact with both the President and the Southern Chapter Administrator.

3.2. Unexcused Absences are absences, regardless of cause, where the Chapter Board Member fails to notify the Chapter President and the Chapter Administrator as described under Excused Absences.
- 4.0 Any Director who has three (3) consecutive Unexcused Absences of regularly scheduled meetings or three (3) Unexcused Absences out of six (6) consecutive regularly scheduled meetings within a calendar year, shall be deemed as having voluntarily resigned from the

Policy # SCB2	CESA-SC President: (name) Vicki Osborn	Signature	Page 1 of 2
------------------	---	-----------	-------------

Board and their office as Chapter Director and/or Officer.

5.0 Any Director, for whatever cause (Excused or Unexcused), that is absent from six (6) consecutive regularly scheduled meetings within a calendar year shall be deemed as having voluntarily resigned from the Board and their office as Chapter Director and/or Officer.

6.0 The Chapter President shall contact any Director who has missed six (6) non-consecutive regularly scheduled meetings within a calendar year to ascertain the Director's ability to participate on the Chapter Board.

7.0 Former Chapter Directors who have resigned under this policy may apply to the Chapter Board for reinstatement within 30 days of their resignation. The Chapter Board may reinstate a former Chapter Director if it is in the best interest of the Chapter.

Policy # SCB2	CESA-SC President: (name) Vicki Osborn	Signature	Page 2 of 2
------------------	---	-----------	-------------