



BOARD OF DIRECTORS

POLICY NO. 5

MEETING ATTENDANCE

PURPOSE

To ensure that Directors and committee members contribute their expertise and judgement to the business and affairs of the Hospital by attending and participating in Board and committee meetings.

APPLICATION

This policy applies to all Directors, including ex-officio Directors and non-Directors members of Board committees.

POLICY

- Directors are expected to attend all Board meetings and all meetings of the committees to which they are assigned.
- It is recognized that Directors may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. An attendance rate of at least 75% is acceptable.

PROCESS

Where a Director or committee member fails to attend 75% of the meetings of the Board or of a committee in a 12-month period, or is absent for three consecutive meetings, the Chair shall discuss the reasons for the absences with the member and may ask the individual to resign.

A member's record of attendance shall be considered with respect to renewal of Directors term or future assignment to a committee.

Where the Directors or committee member is an ex-officio member of the Board, the Chair may discuss the member's attendance with the organization the member is affiliated with, and such organization may be requested to remove the member and appoint a new ex-officio member to the Board.

The Chair shall, in the Chair's sole discretion, determine if a Directors or committee member's absences are excusable and may grant a Directors or committee member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board or committee meetings.

AMENDMENT

This policy may be amended by the Board.

APPROVED BY: BOARD OF DIRECTORS

DATE: MAY 25, 2006; REVIEWED MAY 2017; MARCH 2021