



Cambrian College Foundation Board of Directors – Attendance Policy (Board Governance)

Original Date Approved: June 12, 2018

Date Reviewed by Governance Committee: September 6, 2019

Date Revised:

1. Purpose

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

2. Application

All directors and non-Board members of committees.

3. Policy

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

4. Process

- a) Where a director fails to attend two consecutive Board or committee meetings in a 12-month period, the Chair of the Board shall discuss the reasons for the absences with the member and document the discussion.
- b) Where a director fails to attend at least three Board or committee meetings in a 12-month period, and where that brings the director's attendance below the acceptable threshold outlined in paragraph 4 above, the Chair of the Board shall bring this matter before an In Camera Board Meeting to consider possible sanctions.
- c) A member's record of attendance shall be considered with respect to renewal of a Board term or future assignment to a committee.
- d) The Board shall determine if a Board or committee member's absences are excusable. The Board may grant a Board 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.

5. Amendment

This policy may be amended by the Board.