



Alaska Postsecondary Access and Completion Network

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Alaska Postsecondary Access and Completion Network **Board of Directors Manual**

Attendance Policy

This policy is intended to support full contribution of all board members. Regular attendance by all board members is expected for the direct benefit of the organization and for the essential benefit of advancing the Network's goals. All board members received a copy of this official policy. The policy has been reviewed and authorized by the board.

Board members who are unable to attend a meeting are expected to contact the Network board president and/or Network staff and provide notice of their absence. A majority of board meetings will be conducted by teleconference and WebEx. A conference line number and WebEx login information shall be included on each meeting agenda and emailed to every member of the board prior to the meeting.

A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:

- The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a designated contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
- The member has three notified absences in a row.
- The member misses one-half of the total number of board meetings in a twelve-month period.

If a board-attendance problem exists regarding a member, the board president will promptly contact the member to discuss the problem. The member's response will promptly be shared by the president of the board with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted per the Network's Bylaws. The board will promptly initiate the process to begin recruiting a new board member.