

Attendance Policy Addendum

An attendance policy is intended to support the full contribution of all members of boards, agencies or ministry teams.

Many boards, agencies or teams have reduced meeting frequency, especially face to face meetings. Given this, it is vitally important for members to make every attempt to be present when meetings do occur. Full participation by all members ensures the full expertise of each is reflected and the decisions made are informed by the best expertise available.

Our attendance policy is as follows.

1. All members of boards, agencies or ministry teams are expected to be present at all meetings.
2. Two consecutive absences by any member without notifying the convener shall be considered an automatic resignation.
3. Three consecutive absences by any member with notification of the convener shall be considered an automatic resignation.

The process to support this policy is as follows:

1. After a first absence by a member without notification or the second absence with notification, the convener of the board, agency or ministry team shall contact the absent member to discern whether the reasons for absence may be resolved and to remind the absent member that the next such absence will trigger an automatic resignation. If the absentee member is a member “by virtue of office,” the leadership of the body the member represents shall also be notified of the lack of attendance and of efforts made to resolve the situation.
2. If resolution cannot be reached and subsequent absences occur, the absentee member shall receive notice of removal and the Nominating Committee shall be notified to fill the vacancy at the next Annual Conference. If the absentee member so removed is a member “by virtue of office,” the sending organization will be also notified of the action to remove the absentee member.
3. In all cases of vacancy created by absenteeism, the board, agency or ministry team may select a replacement to serve ad interim until the end of the current year. Ad interim service does not count toward total eligible years of service in a particular role or office.

Vacancies created by persons serving in a “by virtue of office” role may be selected by the “sending organization.”