

GRAND  RIVER
HOSPITAL
BOARD MANUAL

Approved By:	Board	Number:	3-B-6
Date Issued:	November 28, 2006	Page:	1 of 1
Last Review Date:	April 26, 2016	Last Revision Date:	April 5, 2016
SUBJECT:	Meeting Attendance Policy		

Purpose

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

Application

This policy applies to all Board Directors and Community members of Board Committees.

Policy

1. Board members are expected to attend all Board meetings, all Board education sessions, and all meetings of the Committees to which they are assigned.
2. 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% is acceptable.

Process

1. Where a Director or Committee member fails to attend 75% of the meetings of the Board, Board education sessions, or of a Committee in a 12-month period, or is absent for three consecutive meetings, the Board Chair shall discuss the reasons for the absences with the member and may ask the individual to resign. Action leading to the termination of a Director will be in accordance with the by-laws.
2. The Board Chair shall, in the Board Chair's sole discretion, determine if a Board member's absences are excusable and may grant a Board member a limited period of time to rearrange their schedule so that there are no conflicts with regularly scheduled Board or Committee meetings.
3. The contributions of ex-officio Directors representative of the Region of Waterloo, City of Kitchener and City of Waterloo are valued and occasional schedule conflicts caused by their elected responsibilities, and which impact the member's attendance rate, will be taken into consideration by the Chair when determining whether the ex-officio should be asked to resign and be replaced by an alternative appointment.
4. A Board member's record of attendance shall be considered with respect to renewal of a Board term or future assignment to a Committee.
5. The Governance and Community Engagement Committee will produce a periodic attendance report summarizing individual attendance at all Board meetings, Board education sessions, and Committee meetings.