

POLICY FOR BOARD ATTENDANCE

Category:	Board of Governors
Number:	BO10
Responsibility:	Board of Governors Nominating and Governance Committee
Approval:	Board of Governors, March 31, 2022
Amendments:	Every 5 years or as circumstances of legislation warrant

PURPOSE

The purpose of this Policy is to support the effective organization and administration of meetings of the University Board of Governors and its Committees by setting out the parameters and expectations for attendance at meetings.

SCOPE

This Policy applies to all members of Algoma University's Board of Governors.

POLICY

The Board is committed to supporting the active and effective participation of Governors by establishing and communicating expectations for attendance at Board and Committee meetings.

General

1. Governors will be expected to meet the requirements for attendance as specified in the University's By-Laws and this Policy.
2. Attendance at Board and Committee meetings will be reviewed and overseen by the Chair of the Nominating and Governance Committee.
3. Attendance will include both in-person and virtual options as necessary.

Attendance Expectations

1. The expectation of the Board is that Governors will attend a minimum of 70% of all Board and Committee meetings within a twelve (12) month period and will not miss more than three consecutive Board or Committee Meetings.
2. If a Governor misses two consecutive Board and/or committee meetings, an early intervention notice will be sent by the Secretary of the Board to remind the Governor of the Policy and potential implications of further absences.

3. The Chair of the Nominating and Governance Committee will be responsible to meet with any Governor who does not meet the stated minimum expectations and recommend a resolution to support the Governor's attendance.
4. A member who expects or finds an inability to fulfill the minimum attendance expectations will proactively contact the Chair of the Nominating and Governance Committee.
5. Where a Governor is unable to fulfill the minimum attendance requirements it may be recommended that they resign from the Board and/or Committee.
6. A Governor's attendance record will be considered in the re-appointment of Governors and selection of Committee Chairs.

Leaves of Absence

1. Governors may request a leave of absence from the Board, for a period no longer than six-months.
2. An official request must be submitted to the Chair of the Nominating and Governance Committee, Chair of the Board, and President by way of the Secretary to the Board.
3. Requests for leaves of absence from the Board will be considered on their merits.

Vacancy

1. Membership on the Board of Governors may be vacated for failure to attend sufficient meetings, as specified in the Algoma University Board of Governors By-Laws.

Updated: March 31, 2022