



NSCP Board of Directors Attendance Policy

INTRODUCTION

Regular attendance at NSCP Board of Directors meetings is essential in order to maintain continuity and cohesion in the management and governance of NSCP.

All Directors shall receive a copy of this Attendance Policy and shall acknowledge in writing their obligations to comply with this policy. In addition, prospective Directors shall be provided copies of the Attendance Policy before being elected to the Board and asked to commit themselves to observing its terms. NSCP Board of Directors meetings are held via teleconference, along with one in-person meeting held at the annual NSCP National Conference.

PURPOSE

This Board Attendance Policy is intended to describe Directors responsibilities with regard to regular attendance at NSCP's Board of Directors meetings and to provide procedures to deal with any failures in such participation.

POLICY

Members of the NSCP Board of Directors are expected to demonstrate their commitment to the organization by regular attendance at Board meetings, except when prevented by unforeseeable events.

RESPONSIBILITIES

It is the responsibility of the Board Chair, with the assistance of a designated NSCP staff member, to monitor the attendance of each Director.

It is the Board Chair's responsibility to contact Directors who are failing to meet the requirements identified in this policy.

PROCEDURES

The Directors are notified of the upcoming year's meeting schedule (dates/times) at the in-person Board of Directors Meeting at the annual NSCP National Conference.

When a Director cannot attend a Board meeting, they should notify the Board Chair and the designated member of the NSCP Staff of their intended absence.

DEFINITION OF ATTENDANCE FAILURE

- 1) An Attendance Failure occurs if any of the following conditions exist with regard to a Director's attendance at Board meetings:

- 2) The Director has two un-notified absences in a row (“un-notified” means the Director did not notify the Board Chair and the designated NSCP staff member before the meeting to indicate they would be unable to attend).
- 3) The Director has three absences in a row, regardless of notification.
- 4) The Director misses one-third of the total number of Board meetings in a board service year.

RESPONSE TO ATTENDANCE FAILURE

- 1) If an Attendance Failure occurs, the Board Chair will promptly contact the offending Director to discuss the problem.
- 2) The offending Director’s response will be shared at the next meeting of the Board of Directors or Executive Committee, whichever comes first, and any resulting recommendation will promptly be shared by the Board Chair with the entire Board.
- 3) A vote of the Board will then determine what actions to take regarding the Director’s continued membership on the Board. If the Board determines not to recommend removal of the Director to NSCP Members, no further action will be taken at that time. If the Board recommend that the Director should be removed from the Board, such recommendation will be made to the NSCP Members for a vote at the soonest opportunity.
- 4) If the Director decides to resign from the Board, the Board may fill the resulting vacancy in accordance with Article V, Section 11 of the NSCP Bylaws.

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